MNCIS Odyssey Release 2008 Overview

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Released December 29, 2008 (anticipated release date for Release 2008 is January 23, 2009)

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(ITD_SP_0664)

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About this Document

This document contains information regarding new functionality included in the MNCIS Odyssey Release 2008 updates. The information contained within this document is only intended to provide you with a general idea of what was included and will not be updated and maintained in the future. For more detailed information about new functionality, please refer to the training manual or online help.

Resources

The latest version of the training manual and replacement pages can be found on CourtNet at: http://courtnet.courts.state.mn.us/0/?page=3123

MNCIS Odyssey Minnesota-specific help topics can be accessed by selecting "MNCIS Help" from the Help menu in MNCIS Odyssey or by pressing Alt+F1.

General Odyssey help topics can be accessed by selecting "Odyssey Help" from the Help menu in MNCIS Odyssey or by pressing F1.

Important Note about Reports

This release contains changes that impact reports and reporting functionality. If you have scheduled reports that have been "updated" by this release, you may need to, or you may want to delete the report from the Job Schedule and reschedule the report. Make sure to note the report parameters before you delete it. For assistance, please refer to the Scheduling Reports MNCIS help topic or contact your District Coordinator.

General

New MNCIS Release 2008 Download

The first time that you access MNCIS after the new release is available to you, a similar screen to the following Download Components dialog box will display:

After the download is complete, the MNCIS login page will display as usual.

New Tokens

New tokens for forms and flexible calendars have been added with this release. For more information, form developers may view the updated System Repository Specific (SRS) documents for Forms Tokens and Forms Tokens for Flexible Calendars, along with the Tyler Odyssey Release Notes for 2007 SP1, 2008, and 2008 SP1. These documents can be found on the MNCIS SRS Sharepoint site. If you do not have access to this site, contact Angie Hutchins at angie.hutchins@courts.state.mn.us.

Cases

Working with Exhibits Tab Modifications (Non MN 1844)

The Add a New Exhibit dialog has been updated with a new option: "Other". Previously, it was necessary to select one of the party connections. The new checkbox allows an exhibit to be added on behalf of the court itself.

New dialog includes the checkbox 'Other'. When checked, "On Behalf of" is no longer required.

Old Add Exhibit dialog:

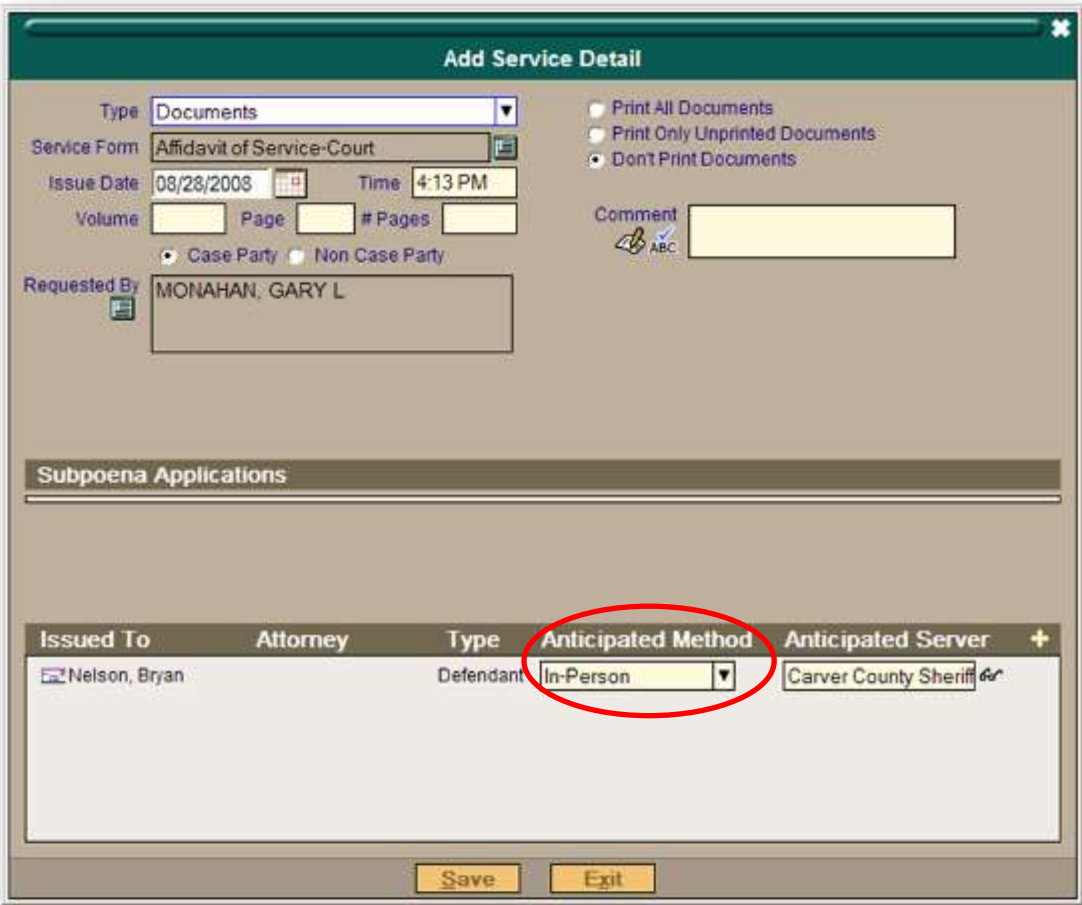
Reference

MNCIS Online Help: Exhibits

Entering Anticipated Service Methods (Non MN 2117)

This change adds an option to indicate an anticipated method of service on an event. The information can be updated from either the Events tab or the Service tab, and that information will be reflected in both tabs.

Note: This is not useful to Minnesota courts, but it is not an optional feature.



Reference

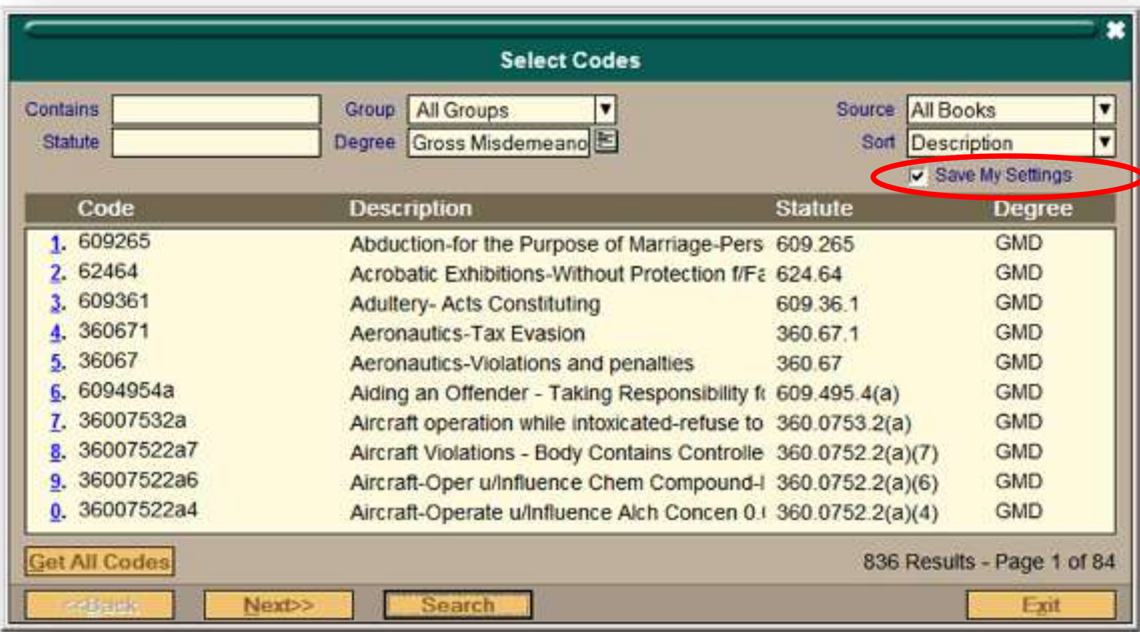
MNCIS Online Help: Service Tracking Information

Saving Search Criteria When Selecting Codes (Non MN 2133)

This feature gives users the ability to save search criteria for later use when selecting codes for criminal charges. The settings for the search criteria are saved per user and per computer, so multiple users can record different search criteria.

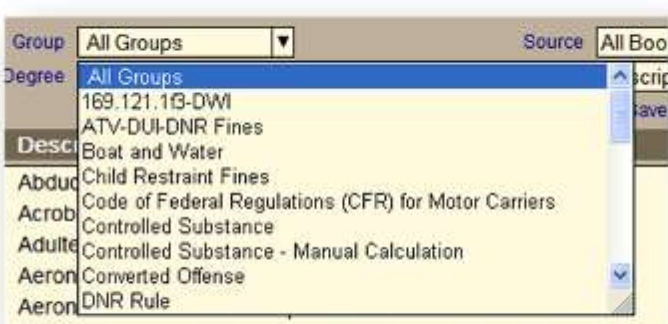
Caution: Use of this feature may make searching more difficult; therefore it is not recommended for Minnesota use. If F4 searches are not providing expected results, verify that the saved settings do not exist. Users must deselect the Save My Settings checkbox or Odyssey will keep the search criteria for all future code searches.

1. When adding or amending a charge, place the cursor in the Code field and press **F4**.
2. The Select Codes dialog opens. There is a new "Save My Settings" option in the upper right.



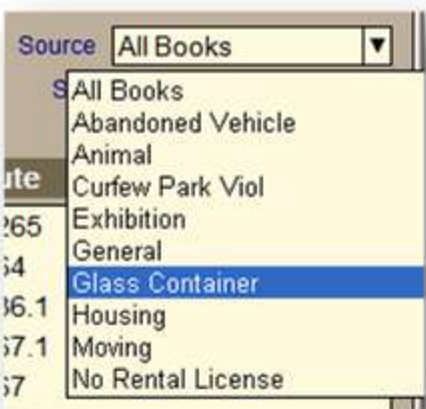
Various options from the drop-down lists are:

Groups drop-down:



Degree dialog box options:

Source drop-down:



Reference

MNCIS Online Help: Saving Search Criteria When Selecting Codes (new topic)

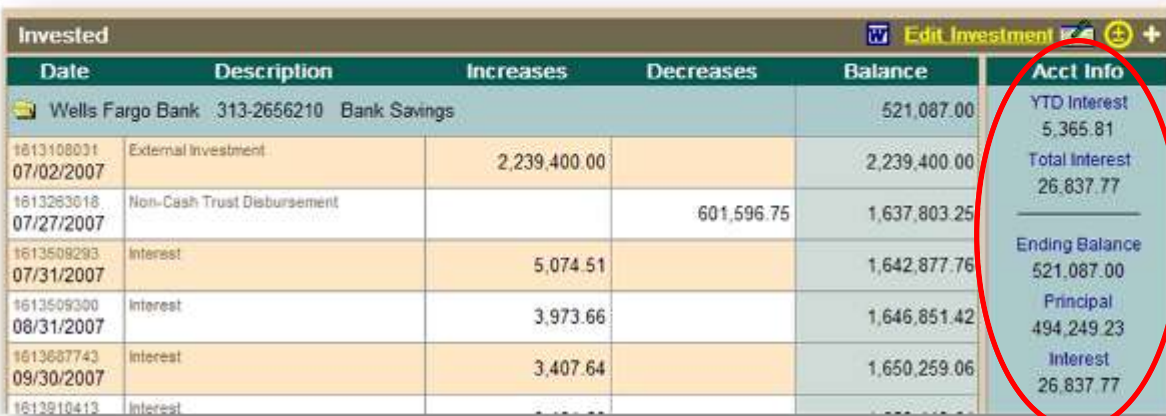
Viewing Principal and Interest Amounts on Registry Accounts (Non MN 2273)

The current balance of the registry account including a breakdown of the principal and interest amounts is now displayed when viewing transactions for a registry account on the Financial tab.

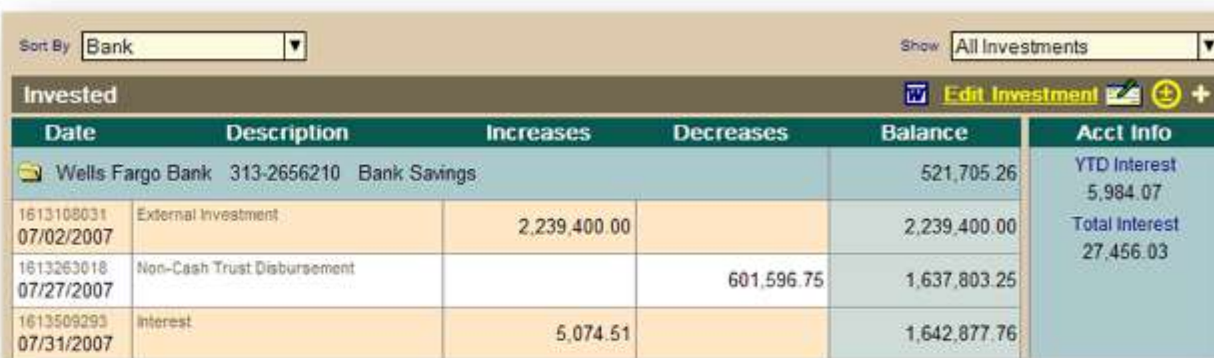
The principal and interest information is shown in the Acct. Info area within the Invested section of the tab. The Ending Balance is the current balance of the registry account, while the Principal shows the principal balance and the Interest displays the interest balance.

Note: When money is disbursed from the account, the principal is always disbursed prior to the interest.

New view of account information:



Old view of account information:



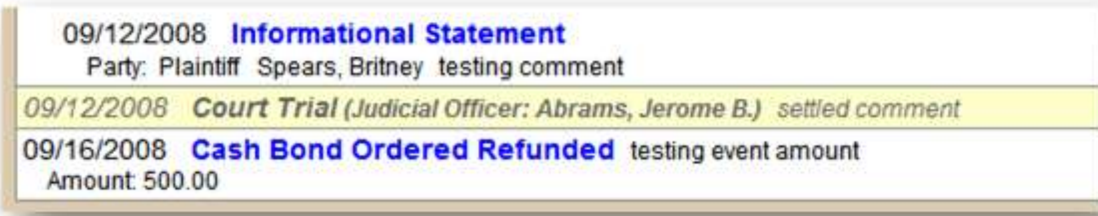
The following explains how different transactions affect the principal and the interest displayed:

- Entering a positive bank charge transaction reduces the principal balance.
- Entering a negative bank charge transaction increases the principal balance.
- Entering a positive external deposit transaction increases the principal balance.
- Entering a negative external deposit transaction reduces the principal balance.
- Entering a positive interest payment transaction increases the interest balance.
- Entering a negative interest payment transaction decreases the interest balance.
- Correcting transactions could cause the balances of principal and/or interest to display a negative amount.
- Interest should only be reduced if the principal balance reaches $0.00.

Viewing Event Amounts (Non MN 2347)

MNCIS has been updated to display corresponding event amounts on the Case Summary and the Events tab at all times for events that have been configured to require or allow an amount to be entered. This information will also appear in the Register of Actions.

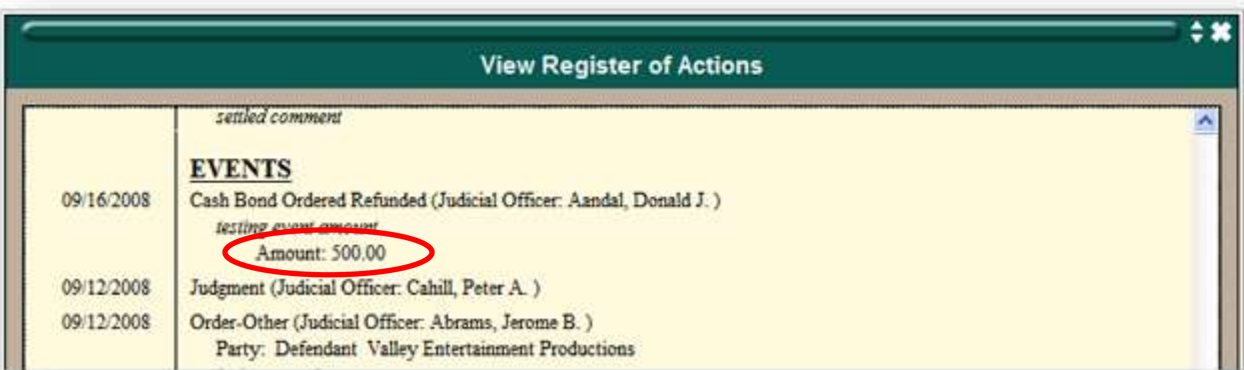
Amount shows next to the event on the Events tab:



Amount shows on the ROA:

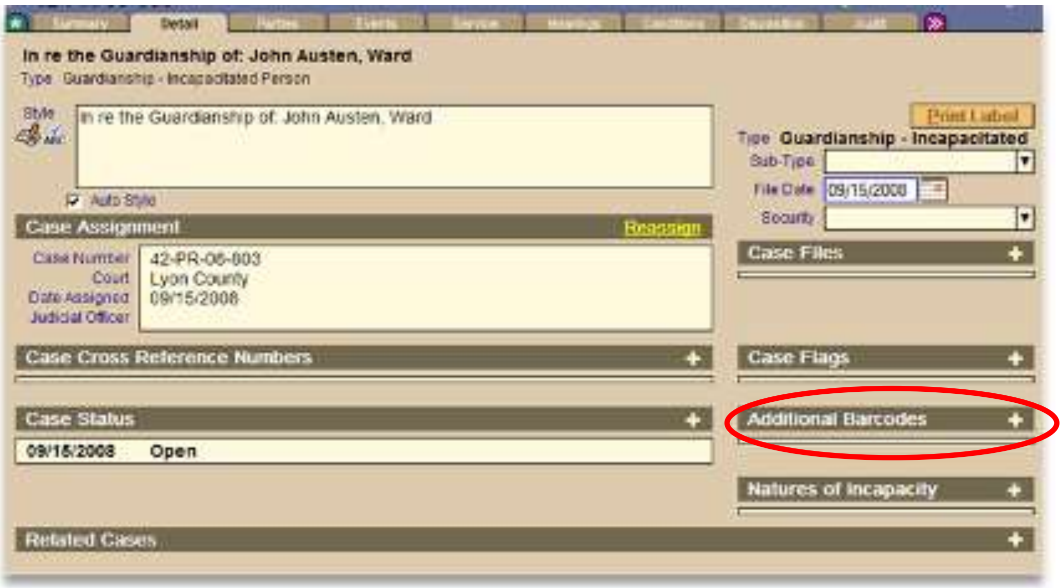
Configuring Event Amounts to Display (Non MN 3027)

MNCIS now has the option of displaying event amounts on the Register of Actions if any amounts are associated to an event.



Understanding Changes to Guardianship & Conservatorship Cases (Non MN 2605)

A variety of enhancements have been added to guardianship and conservatorship case types. These enhancements provide other Odyssey users the ability to capture and maintain data on the placement of wards, generate placement reports, and define and select multiple options for the Natures of Incapacity field added to the Detail tab. Minnesota does not track this type of information, but one of the enhancements will be visible to users.



Note: Courts do not receive this information and specific findings are not made, so this field is not useful to Minnesota; however, the field will still be visible.

Working with Guardianship Audits (Non MN 2354)

Case Manager has been updated so that audit information can be maintained on guardianship and conservatorship reports.

A new Audit tab has been added to display a case's guardian or conservator reports. This tab could potentially include information on the estate's value, the guardian/conservator(s) responsible for submitting the report, and the most current information pertaining to the report.

The Audit tab displays when the Base Case Type is 'Guardianship" (Probate), "Mental Health", "Probate", or "Related Civil".

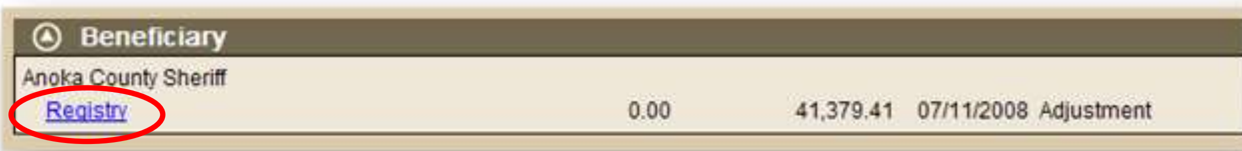
The Audit tab has been added and may be visible, but the functionality will not be used until a full evaluation is completed. The tab cannot be hidden from view.

Printing Detailed Listing of Registry & Trust Transactions (Non MN 3016)

You can now print a detailed report of registry and trust transactions within a case. This report displays the registry accounts information including all uninvested and invested transactions. In addition, the report displays a summary of all accounts associated with the registry. The printed report helps you perform the following tasks:

- Track deposits and withdrawals
- Conduct bank reconciliation research

1. To access the report, select the **Registry** link under the applicable party and a listing of accounts will display.



2. Click the **View Transaction** link and then click the new **Print Transactions** button.

Example of report:

Registry and Trust Transaction Detail

Location: **Anoka County** Year Filed: **2007** Case #: **02-CV-07-6607** Court #:

On Behalf of: Anoka County Sheriff Birth Date: SSN:

Summary of Accounts

Account #	Opened	Bank Name	Balance
Uninvested	06/09/2008	Registry Deposit	41,379.41
Original Amount:			**$41,303.94**
Current Balance:			**$41,379.41**

Page 2 of report:

Registry and Trust Transaction Detail

Location: **Anoka County** Year Filed: **2007** Case #: **02-CV-07-6607** Court #:

On Behalf of: Anoka County Sheriff Birth Date: SSN:

Transactions on Account

Bank Account Name/Account #: **Registry Deposit**

Original Amount: **$41,303.94** Open Date: **06/09/2008** Uninvested

Current Balance: **$41,379.41** Close Date:

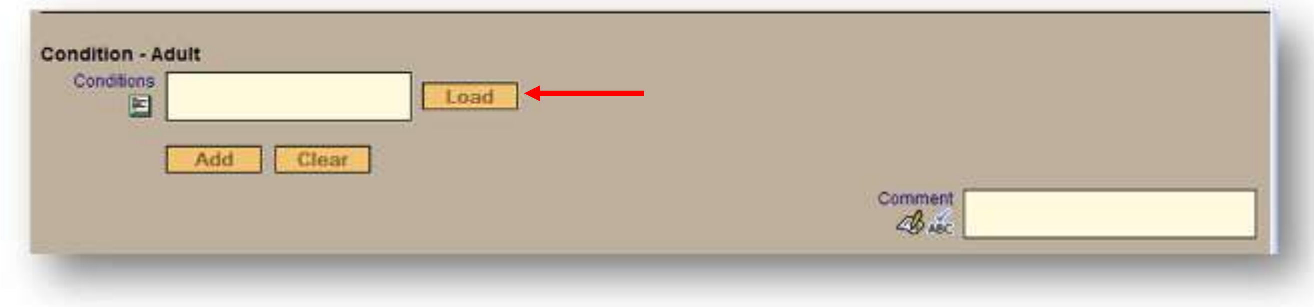
Interest: Matures:

Ref # / Date	Check # / Receipt #	Increases	Decreases	Balance	Description / Comments
1615401388 06/09/2008	 0002-2008-032801	41,303.94 PortugueS		$41,303.94	Trust Reg Deposit
1615862055 07/11/2008		75.47 PortugueS		$41,379.41	accrued interest June 2008

Working with the Conditions Sentence Component and Tokens (Non MN 3073)

The conditions component now includes a Load button, which loads any conditions configured for the offenses on the case. No offenses will be configured to have default conditions.

Even though Minnesota will not use this feature, the Load button will appear. It is recommended that court users access the selector box beneath the "Conditions" label. Alternatively, clicking "Load" will hide the button from view.



Reference

MNCIS Online Help: Adding Sentence (Court Decision) Components

Working with Prompts When Entering Event Comments (Non MN 2113)

Prompts are available for event comments. There are three types: event token, text prompt, or drop-down.

Event Token works much like tokens in other areas. It pulls in a piece of information from that event: date, due date, completion date, party, etc.

This prompt type will not be used as it increases data entry steps and only provides redundant information.

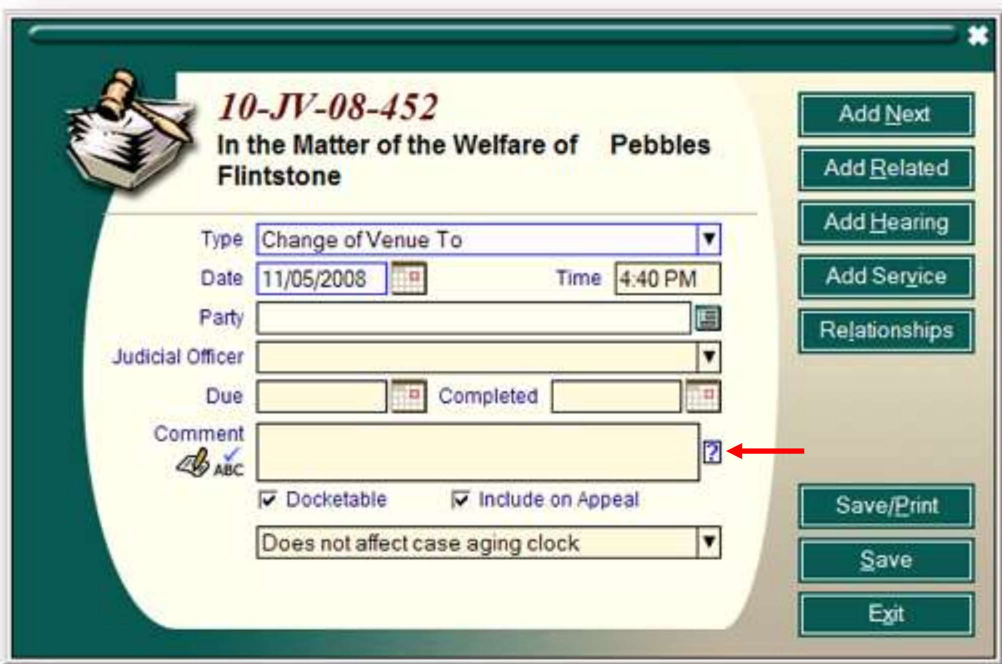
Text Prompts can be used in multiples. The comment could then be: "Referred to Judge (Prompt-insert judge name) on (Prompt-insert date) by (staff initials)."

This prompt type is awkward to use and will not be used for any case events at this time.

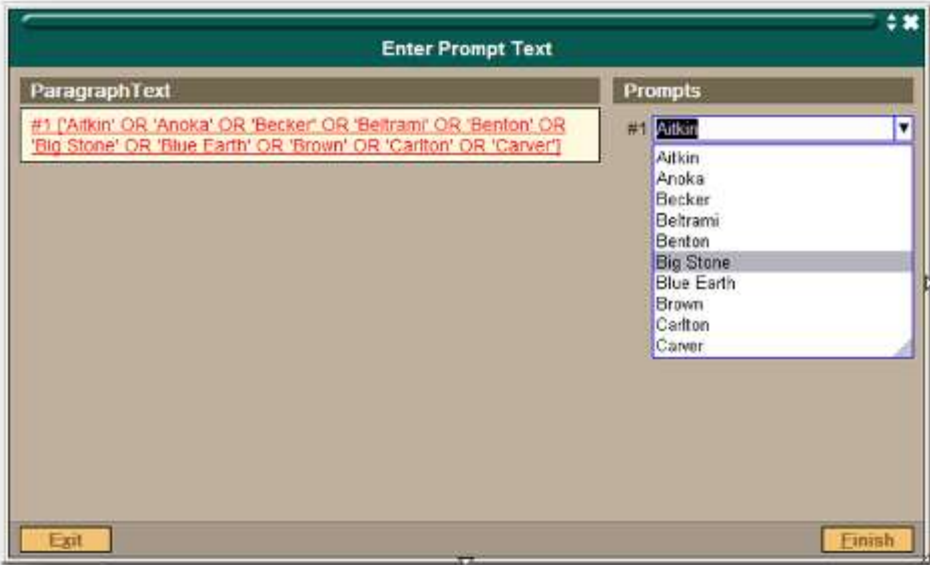
Drop-down is the most useful. Several options can be made available.

It will be used for two case events that always require a comment and the format of the comment is critical: "Change of Venue from" and "Change of Venue to".

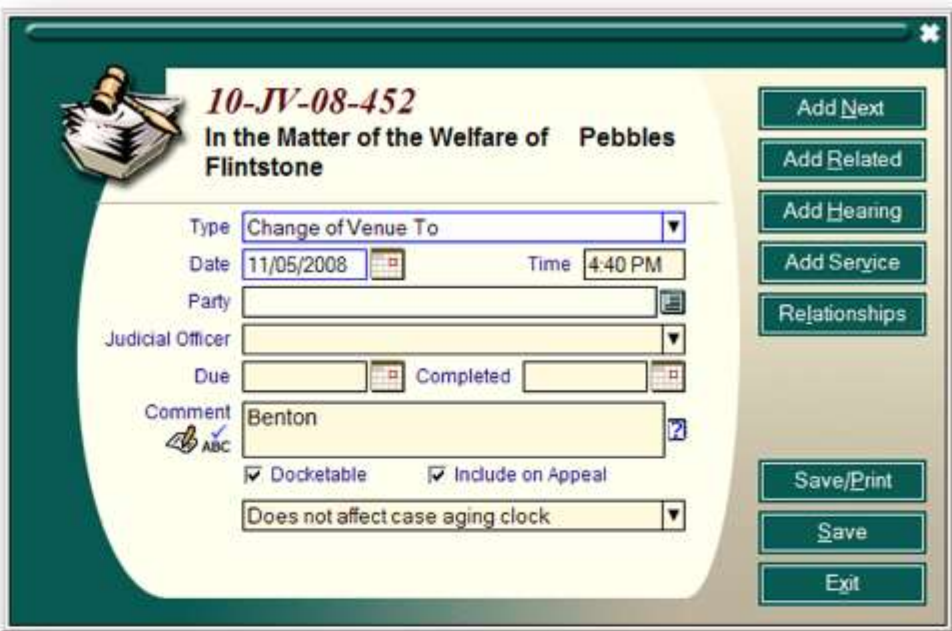
Note the question mark which appears to the right of the Comments.



Click on the question mark and the options are presented in the Prompts drop-down field.



Select one of the options, click **Finish** and then **Save**.

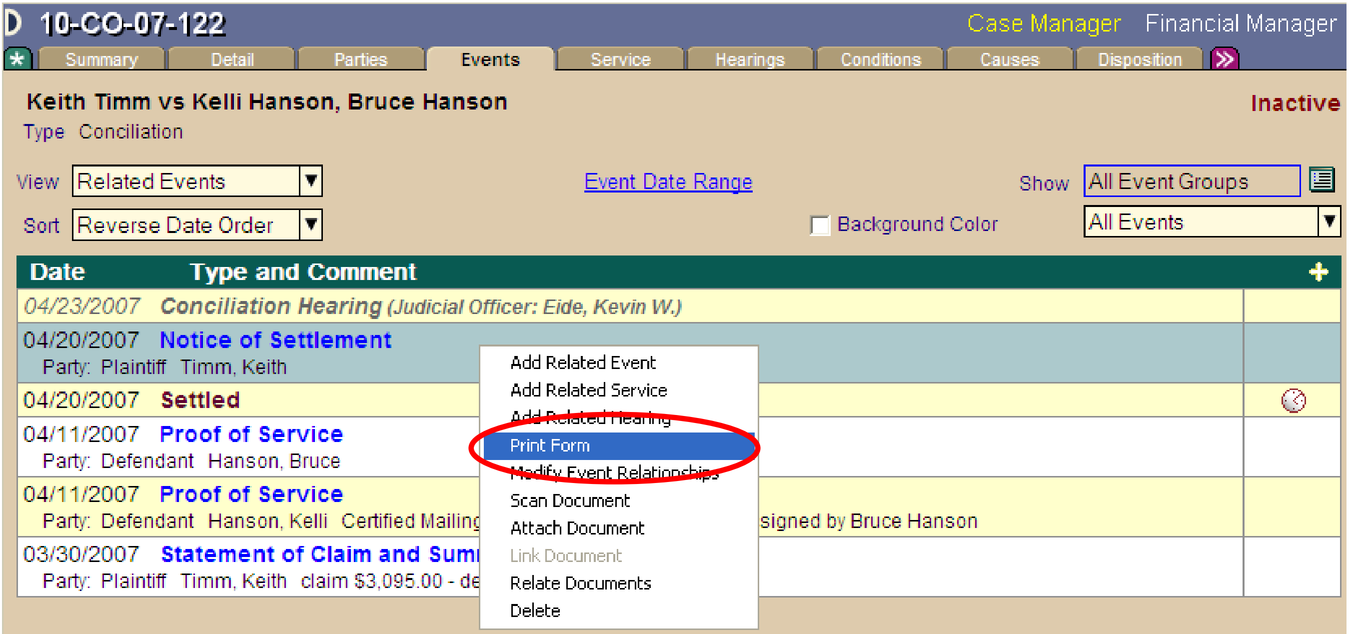


The comment may be updated after the selection. However, the comment for these case events should not be altered.

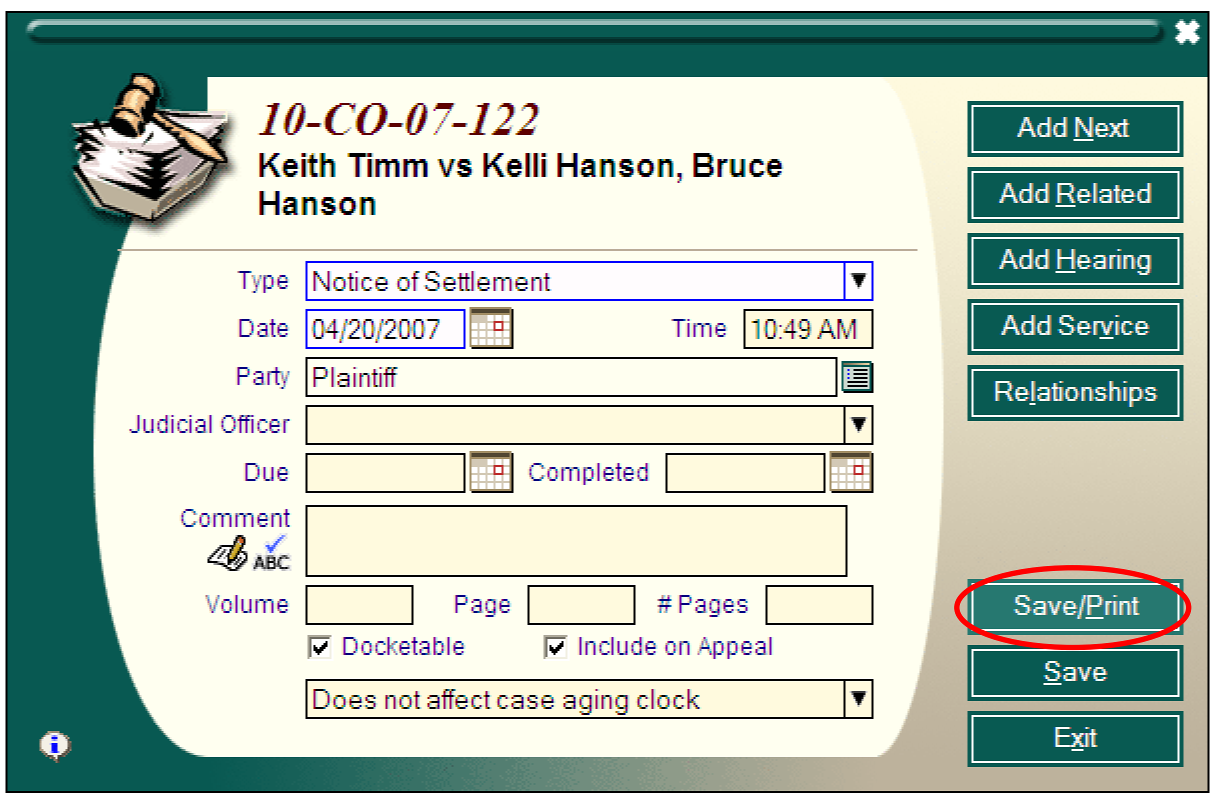
New Print Form Options Available from Event Tab and Events Dialog (Non MN)

With this release, users can generate a form by right-clicking on a case event on the Events tab and selecting **Print Form**, or by selecting the **Save/Print** (ALT+P) option on the Events Dialog.

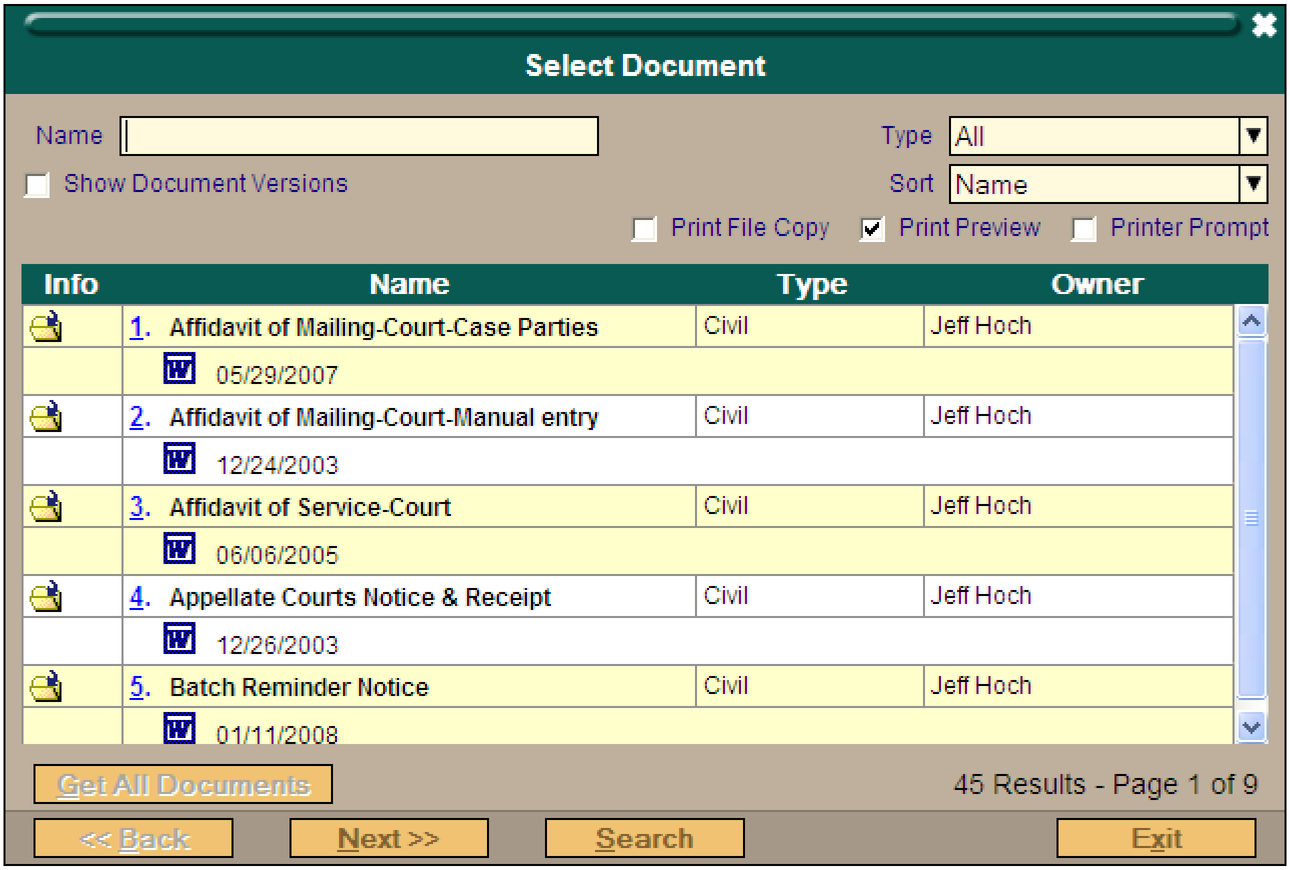
New Events Tab Option to Print Form:



New Events Dialog Save/Print Option:



After selecting one of these options, the Select Document dialog displays. Select the case form that you want to generate.



Caution: Continue to use the **Save** (ALT+S) option when saving an event that is configured to automatically print a form, such as DL Suspend – Fail to Appear, DL Suspend – Fail to Pay, and DL Suspend – Period of Time. If you select the new Save/Print option, the forms will not automatically generate.

Reference

MNCIS Online Help: Events, DL Suspensions and Reinstatements

Changes to Case Events Tab (Non MN)

Changes have been made to the Case Events tab. The "Related Events" view previously was an option selected by inserting a check mark. The alternative view was "Chronological". Now, a third option is available – "Chronological/Related" and all options are available in a drop-down selector.

Note: Chronological/Related is not recommended for everyday use. Case events may be displayed more than once due to the relationships.

Additionally, case events can be filtered by use of the "Event Date Range."

New view on the Case Events tab:

Old view on the Case Events tab:

Events may also be filtered by date range.

Note: The date range selection is not retained when the case is exited and a new case accessed.

Caution: There is no indicator that a filter has been selected.

The same case after imposing the filter:

Reference

MNCIS Online Help: Events

Change to Financial Tab (Non MN)

A new "Projected Fees" option now appears on the Financial tab.

Note: This feature should not be used. It was not created for Minnesota; however, it cannot be hidden from view.

New Financial tab:

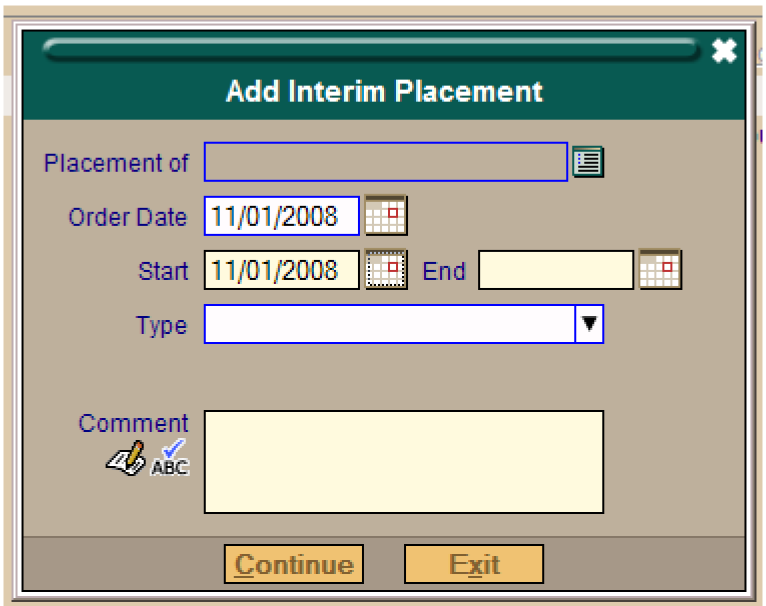
Old Financial tab:

Change to Case Summary Tab (Non MN)

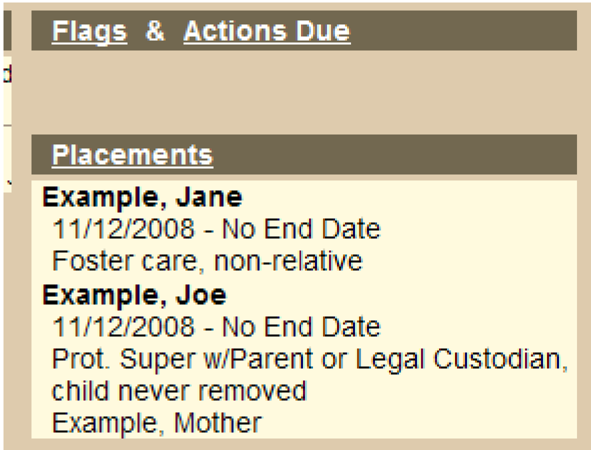
When placement information is added on the Placement tab, it will appear on the Case Summary tab. This change will be viewable for all case types.

The information viewable includes the following:

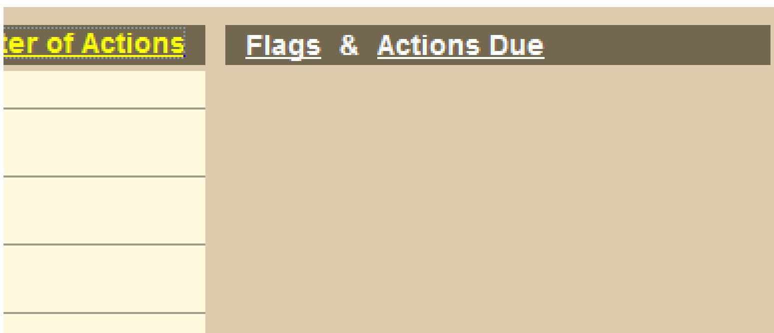
- Start date of placement
  Note: This is not the date entered in the Order date field, but the Start field. No date will appear on the Summary tab if no information is entered in the Start field.
- Type of placement (e.g. Foster Care, relative; Secure, Correctional)
- Location of placement
  Note: This will only appear if a location is selected on the Placement tab.



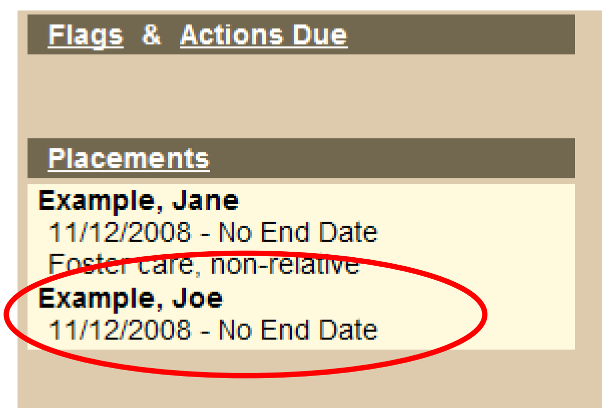
New Case Summary screen:



Old Case Summary screen:



Caution "No End Date" is displayed when a Judgment added to the case automatically ends a placement, e.g. Termination of Jurisdiction. Additionally, the type of placement will be removed.



Register of Actions Changes (MN/Non MN)

Several changes have been introduced to the Register of Actions (ROA) in MNCIS. The ROA is set up for each location and case category. Previously, a sentence that applies to more than one charge was displayed in one way on the Disposition tab and differently on the ROA.

Disposition Tab:

Important:

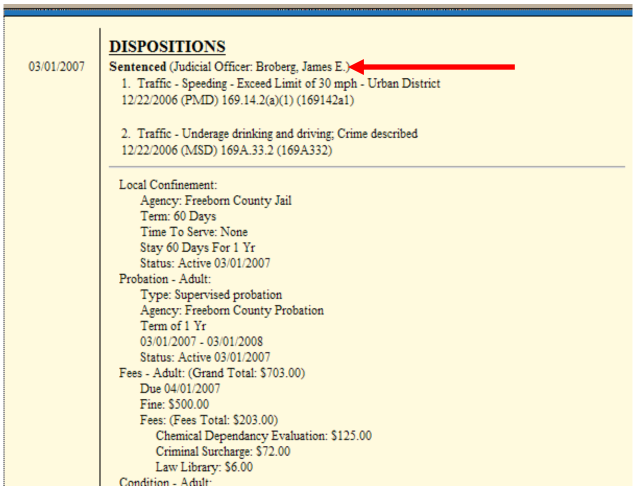
Copies of the Register of Actions must be printed from MPA.

a. Certified Copy - $10

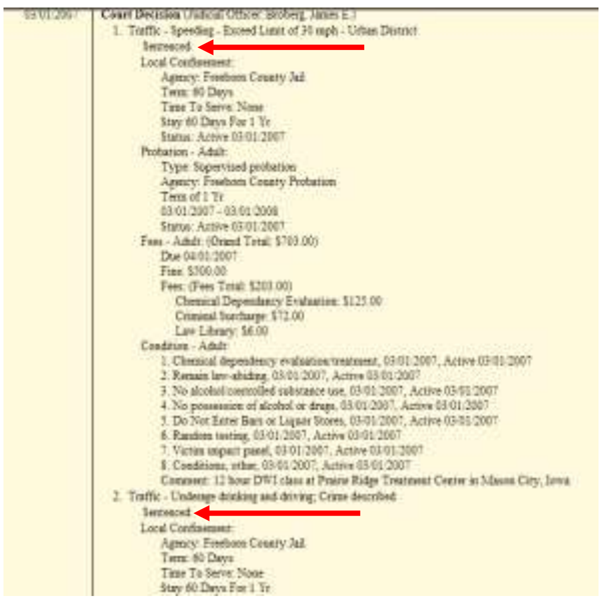
b. Uncertified Copy - $5

c. No charge if printed from publicly accessible computer & printer

New ROA view (showing sentence is displayed once):



Old ROA view (showing sentence is displayed twice – once for each charge):



Other Changes: Criminal

New ROA displays Case Assignment, Attorney Address, and Additional Party Information:

REGISTER OF ACTIONS

CASE NO. 25-CR-07-126

State of Minnesota vs [redacted] §§§§§ Location: **Goodhue County** Filed on: **01/08/2007** Appear by: **02/01/2007**

CASE INFORMATION

Offense	Citation	Deg	Date	
Community of Offense: **Prairie Island**				Case Type: **Crim/Traf Mandatory**
1. Assault-5th Degree-Misdemeanor	pi121462	MSD	12/31/2006	Case Status: **06/21/2007 Under Court Jurisdiction**

DATE **CASE ASSIGNMENT**

Current Case Assignment

Case Number	25-CR-07-126
Court	Goodhue County
Date Assigned	01/08/2007

PARTY INFORMATION

		Attorneys
Jurisdiction	**The State of Minnesota** *None*	**GROVE, DAVID JAMES** 651-267-4950 *GOODHUE CTY JUSTICE CENTER 454 W 6TH STREET RED WING, MN 55066*
Defendant	[redacted] *12529 Lighthouse Way DR* *St. Louis, MO 63050* *Female DOB: 01/11/1978 Age: 28 Height 5' 3" Weight 150* *DL: MO R092102002*	**GORMAN, THOMAS E** 651-267-4140 *Retained* *THE THOMAS E GORMAN LAW OFFICE*

Old ROA view:

GOODHUE COUNTY

REGISTER OF ACTIONS

CASE NO. 25-CR-07-126

State of Minnesota vs [redacted] §§§§§ Location: **Goodhue County** Filed on: **01/08/2007** Appear by: **02/01/2007**

CASE INFORMATION

Offense	Citation	Deg	Date	
Community of Offense: **Prairie Island**				Case Type: **Crim/Traf Mandatory**
1. Assault-5th Degree-Misdemeanor	pi121462	MSD	12/31/2006	Case Status: **06/21/2007 Under Court Jurisdiction**

PARTY INFORMATION

		Attorneys
Jurisdiction	**The State of Minnesota**	**GROVE, DAVID JAMES** 651-267-4950
Defendant	[redacted] *12529 Lighthouse Way DR* *St. Louis, MO 63050*	**GORMAN, THOMAS E** 651-267-4140 *Retained*

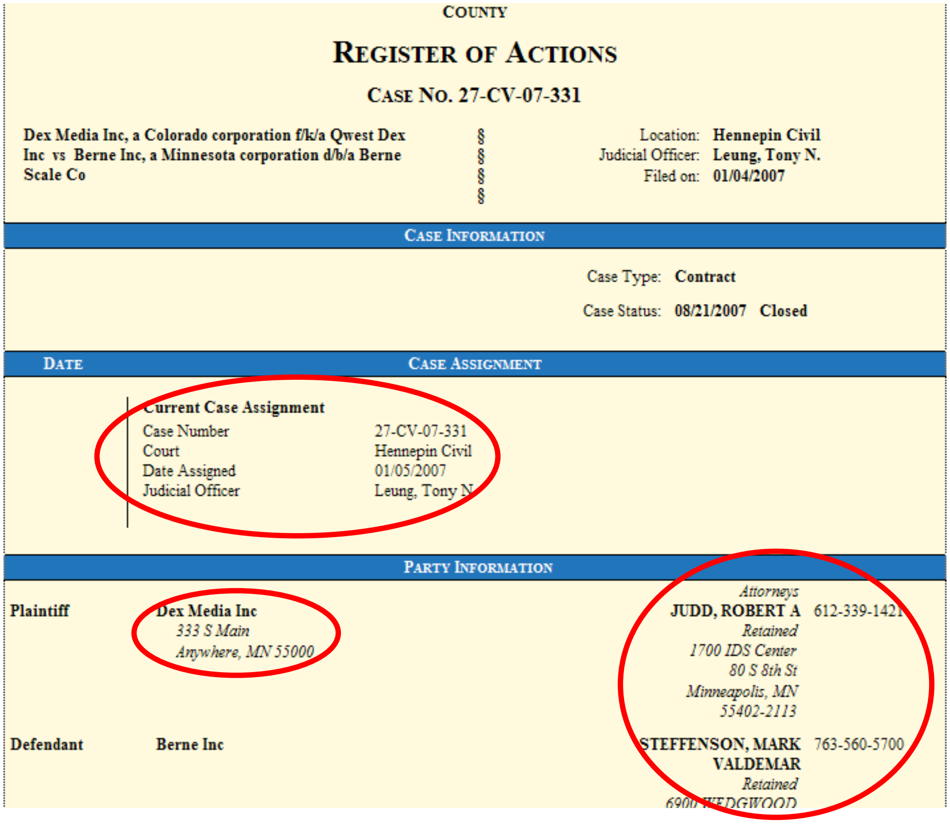
DATE **EVENTS & ORDERS OF THE COURT**

DISPOSITIONS

06/21/2007 **Court Decision** (Judicial Officer: Thuet, William F.)
1. Assault-5th Degree-Misdemeanor
   Stay of Imposition Pursuant to M.S. 609.135
   Probation - Adult:
   Type: Probation to the Court
   Agency: Goodhue District Court
   Term of 1 Yr
   06/21/2007 - 06/21/2008

Other Changes: Civil/Family/Probate

New ROA displays Case Assignment, Attorney Address, and Party Address:



COUNTY

REGISTER OF ACTIONS

CASE NO. 27-CV-07-331

Dex Media Inc, a Colorado corporation f/k/a Qwest Dex Inc vs Berne Inc, a Minnesota corporation d/b/a Berne Scale Co	§ § § §	Location: **Hennepin Civil** Judicial Officer: **Leung, Tony N.** Filed on: **01/04/2007**

CASE INFORMATION

Case Type: **Contract**

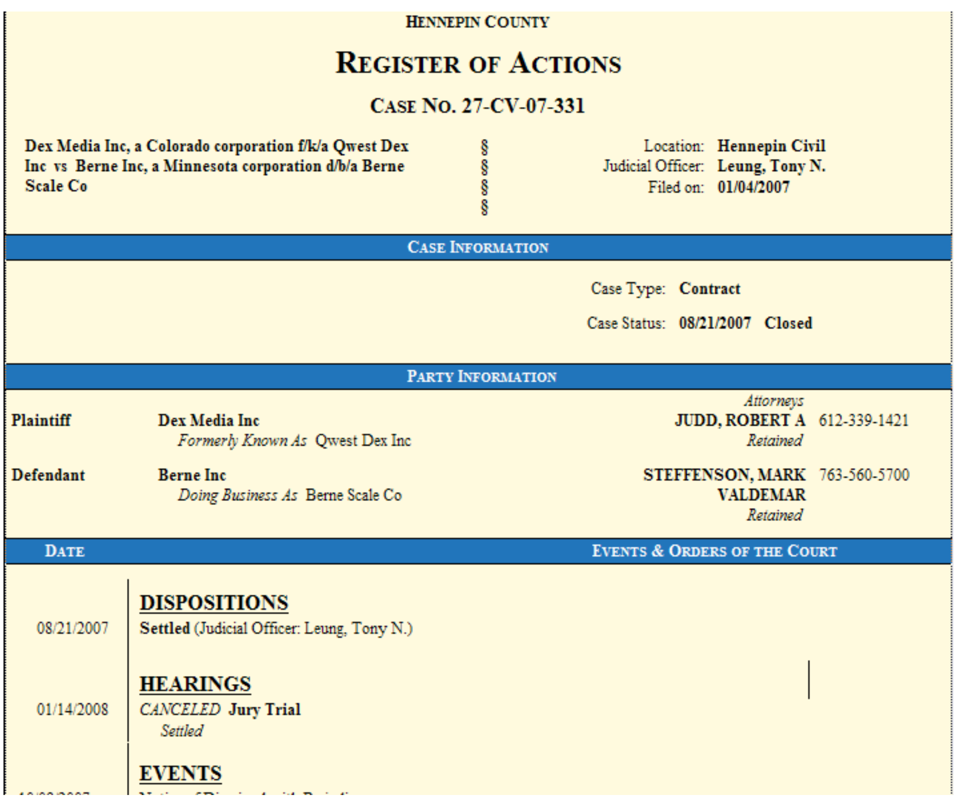
Case Status: **08/21/2007 Closed**

DATE	CASE ASSIGNMENT	
	Current Case Assignment	
	Case Number	27-CV-07-331
	Court	Hennepin Civil
	Date Assigned	01/05/2007
	Judicial Officer	Leung, Tony N.

PARTY INFORMATION

		Attorneys
Plaintiff	**Dex Media Inc** *333 S Main* *Anywhere, MN 55000*	**JUDD, ROBERT A** 612-339-1421 *Retained* *1700 IDS Center* *80 S 8th St* *Minneapolis, MN* *55402-2113*
Defendant	**Berne Inc**	**STEFFENSON, MARK VALDEMAR** 763-560-5700 *Retained* *6900 WEDGWOOD*

Old ROA view:



HENNEPIN COUNTY

REGISTER OF ACTIONS

CASE NO. 27-CV-07-331

Dex Media Inc, a Colorado corporation f/k/a Qwest Dex Inc vs Berne Inc, a Minnesota corporation d/b/a Berne Scale Co	§ § § §	Location: **Hennepin Civil** Judicial Officer: **Leung, Tony N.** Filed on: **01/04/2007**

CASE INFORMATION

Case Type: **Contract**

Case Status: **08/21/2007 Closed**

PARTY INFORMATION

		Attorneys
Plaintiff	**Dex Media Inc** *Formerly Known As* Qwest Dex Inc	**JUDD, ROBERT A** 612-339-1421 *Retained*
Defendant	**Berne Inc** *Doing Business As* Berne Scale Co	**STEFFENSON, MARK VALDEMAR** 763-560-5700 *Retained*

DATE	EVENTS & ORDERS OF THE COURT
	DISPOSITIONS
08/21/2007	**Settled** (Judicial Officer: Leung, Tony N.)
	HEARINGS
01/14/2008	*CANCELED* **Jury Trial** *Settled*
	EVENTS

Charges

Copying Charges on Cases (Non MN 965)

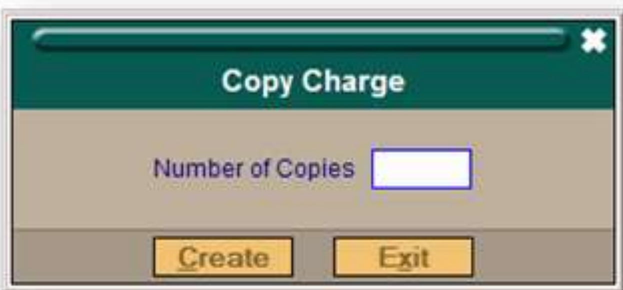
Case Manager has been updated to allow MNCIS users to copy charges on a case up to 200 times per instance if multiple counts of the same charge exist. For example, if a party has been charged with multiple counts of writing bad checks, you now have the ability to copy the first charge and add it to the case instead of entering all of the charge information for each count.

Note:

- This should be used ONLY when the same offense code applies to more than one charge.
- This is not available in "Add a Citation" or the "Quick Add", but it is available in "Add a Case Classic" and after a case is created.

1. Right-click on the appropriate charge and select **Copy Charge**.

2. From the Copy Charge dialog, enter the necessary number of copies of the selected charge to add to the case.



3. Click **Create**.

4. A duplicate charge is then added to the Charges tab as shown below.

All charge information on the Detail, Arrest/Filing and Additional tabs, including additional statutes, CN and BAC is copied on the new charge(s). The offense dates should be verified and adjusted as needed. Copy charges should be used carefully and only when it is possible to do so within a short time period after case initiation. **Note:** Citation, plea, disposition, warrant, and bond offense histories are never copied over.

Note: The right to copy charges will be added to the Power User role only. When a court staff person has a complaint with multiple charges, he or she should submit a service desk ticket. A copy of the complaint should then be faxed to the individual assigned to the ticket.

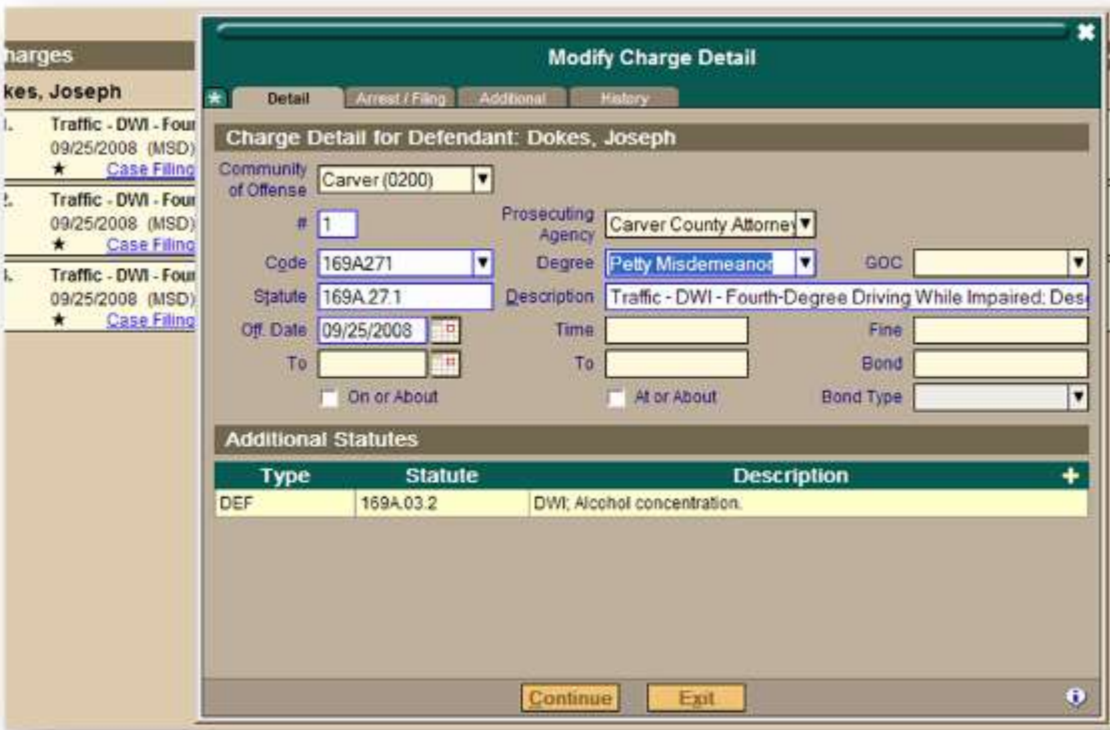
Reference

MNCIS Online Help: Adding Charges

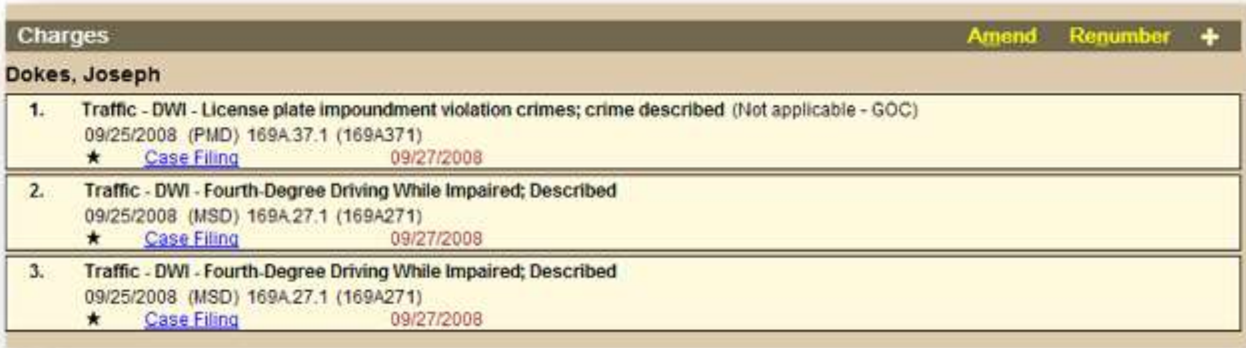
Viewing Original and Amended Charges (Non MN 2110/2222)

Case Manager has been updated to display the original case filing offense on the charges tab and the summary tab when the original charge differs from the current offense. This is displayed any time you modify the degree, statute, GOC, or the offense code itself via the Amend link on the Charges tab or via the Plea or Disposition links on the Disposition tab.

Original charges:

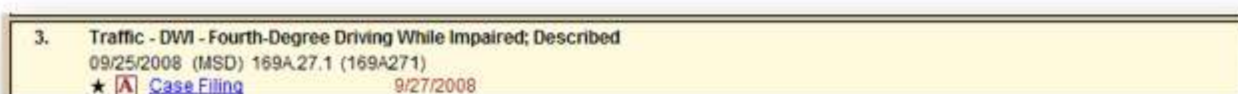


At case filing, if the code, degree or GOC is modified, it does not mark the display with 'Filed As'.



However, changes made using the Amend hyperlink display the original charge 'Filed As'.

Amendments to the displayed charge information create a "Filed As" display of the historical charge. Changes made to the additional statutes does not display 'Filed As' because additional statutes are not displayed.

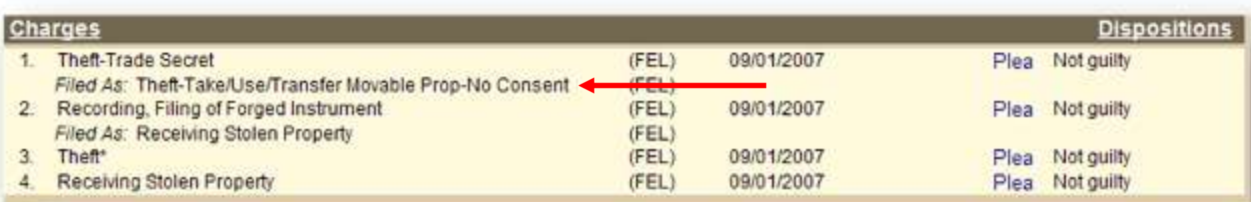


Amendment of the GOC does create a 'Filed As' version of the charge since the GOC is displayed in the summary.

The changes also appear on the Register of Actions.

When a charge is amended at plea, the original charge and new charge display on the charges tab…

and the summary tab.



Reference

MNCIS Online Help: Amending/Modifying Charges

Viewing the Updated Amendment Tooltip (Non MN 2385)

MNCIS has been updated to display amendment reasons on the Disposition tab.

Hover over the amendment icon and the amendment reason on pleas, dispositions, and sentences will be displayed.

Reference

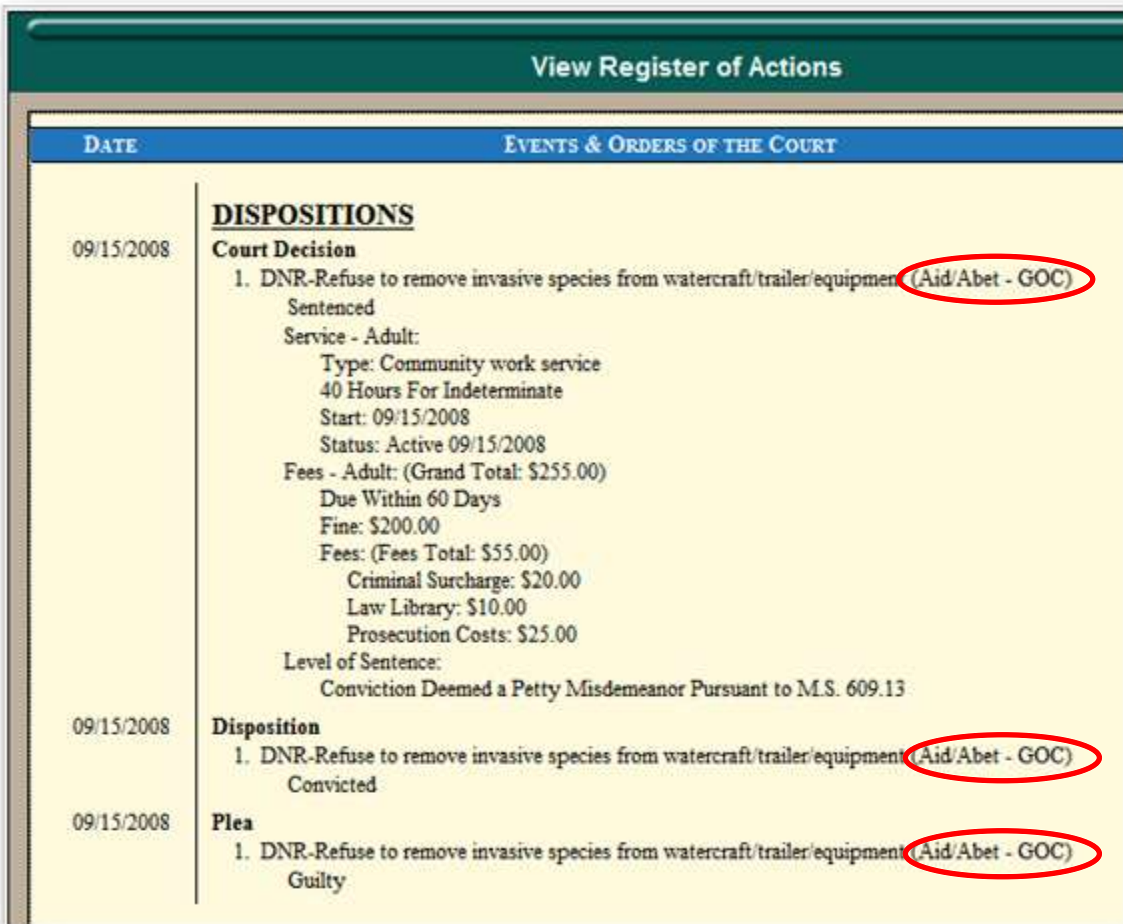
MNCIS Online Help: Amending/Modifying Charges

Viewing GOC Codes on the Case Summary and in Public Access (Non MN 2678)

Information displayed on the Case Summary (Register of Actions) has changed.

(Note: This feature is already in MNCIS Production.)

Viewing GOC codes:

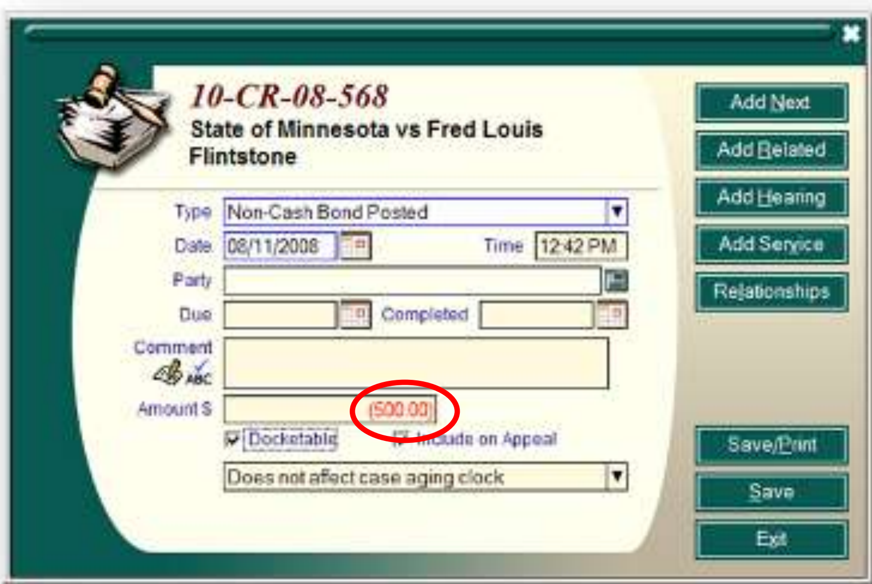


Entering Negative Amounts on Events (Non MN 2988)

This feature allows the entry of negative numbers for any case event configured to accept an amount.

Although no business reason has been identified for Minnesota courts, a negative amount may be included when adding a case event configured to allow an amount.

After the event is saved, the amount appears in parentheses and in red on the case event dialog.



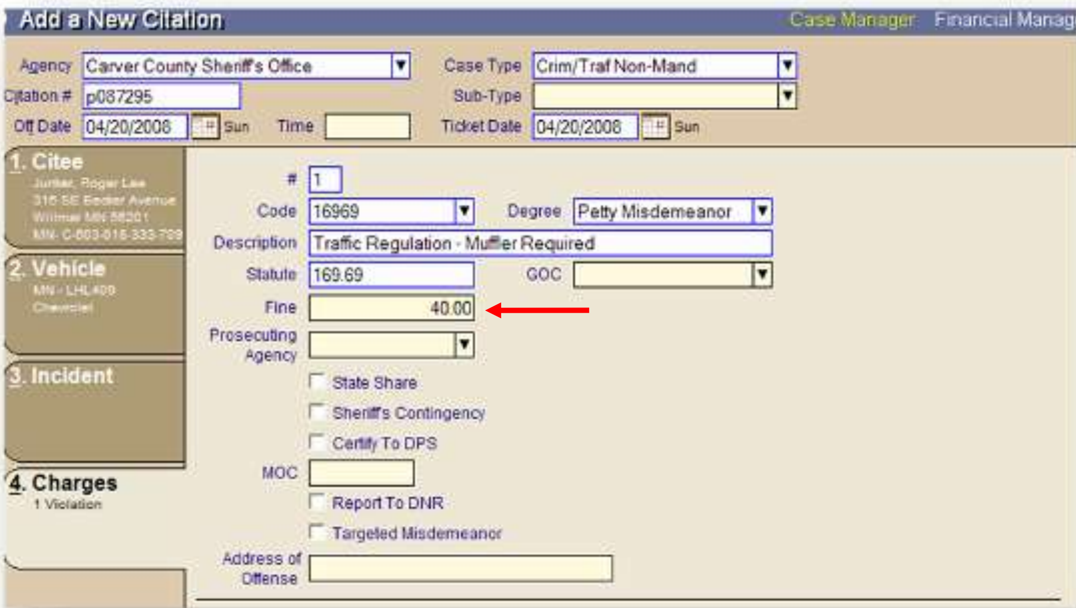
The amount also appears in parentheses on the Case Events tab, Summary tab, and Register of Actions.

Citations

Working with Fines on Citation Templates (Non MN 1241)

The Fine field has been added to the Charges tab on the Add a Citation screen, just as it is visible when adding charges in the Add a Case screen. If the offense code selected on the Charges tab has a configured fine amount or fee program, the configured amount is automatically calculated and entered in the Fine field.

Example:



Reference

MNCIS Online Help: Entering Citations

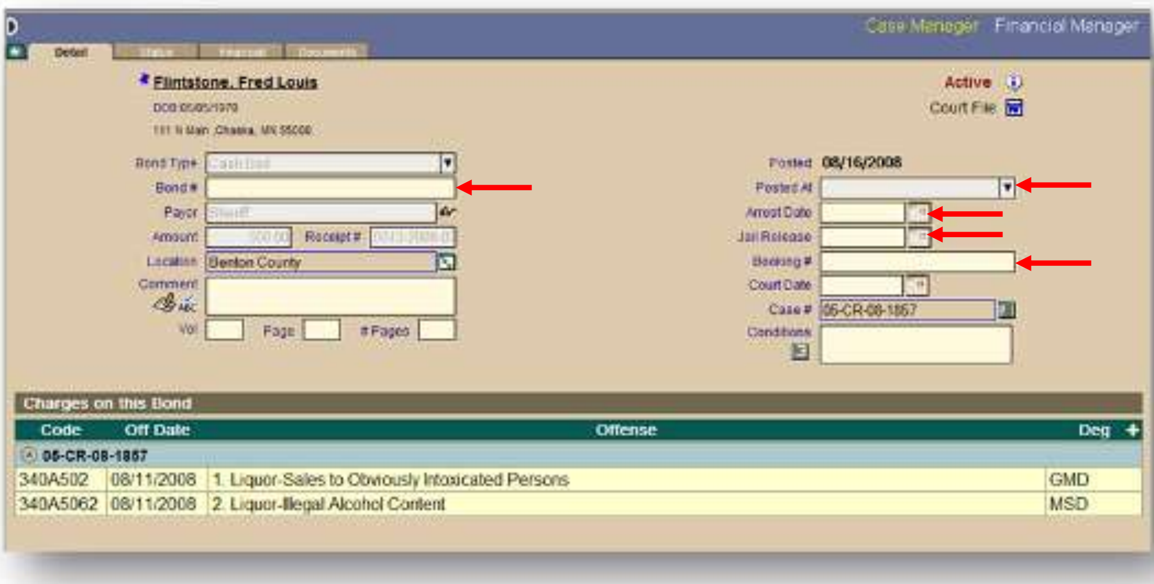
Bonds

Understanding Changes to the Bonds Tab (Non MN 2021)

The Bond # and Posted At field locations have changed on the Bonds dialog. In addition, the following fields have been added, although they will not be used by Minnesota counties:

- Jail Release
- Booking #
- Court Date

New Bonds tab:



Old Bonds tab:

Reference

MNCIS Online Help: Bonds

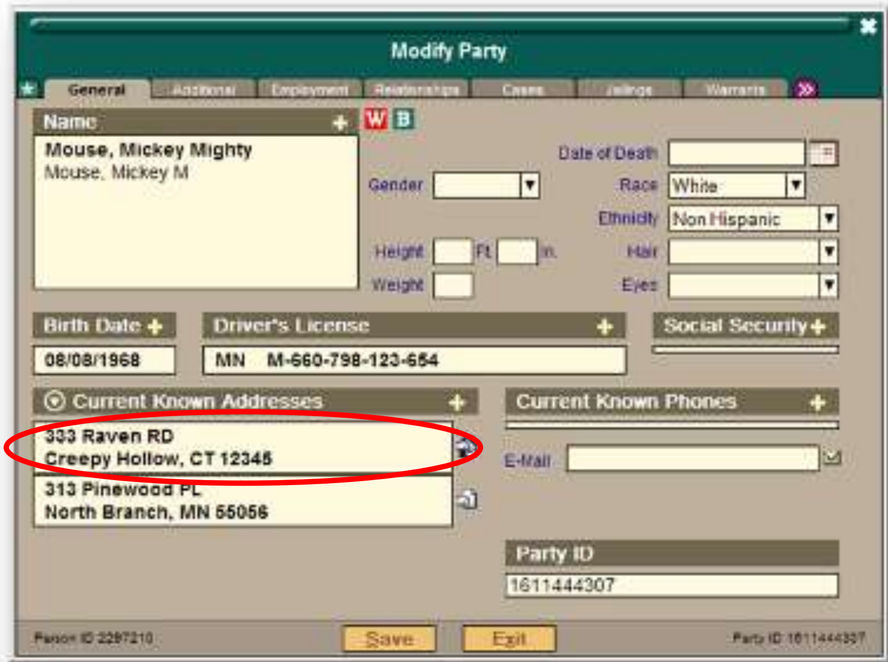
Warrants

Viewing Current Known Address on Warrants and Bonds (Non MN 1720)

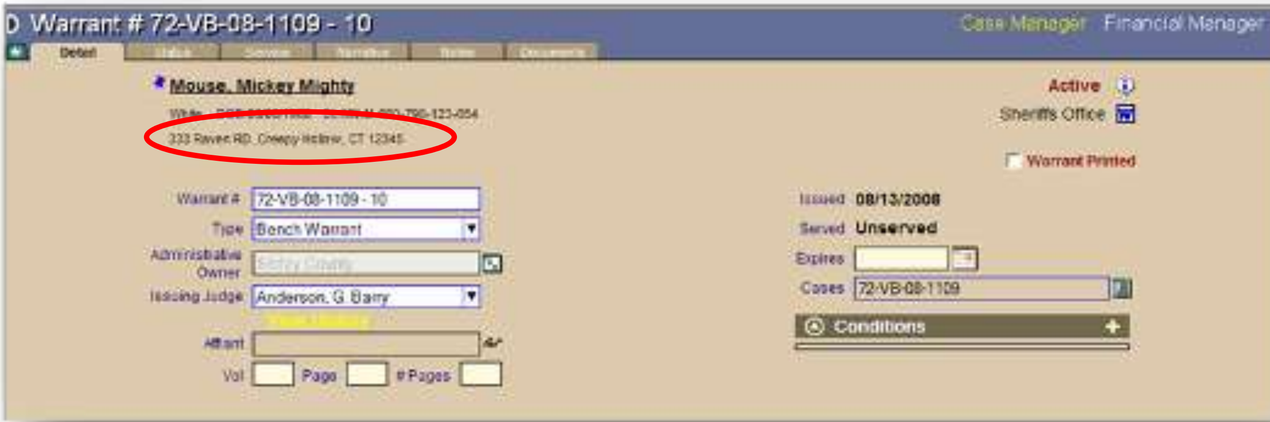
The current known residence address of the defendant now displays on the Detail tab for Warrants and Bonds.

Note: When the residence address changes on the shared party record, the Detail tabs for Warrants and Bonds automatically display the new information. Locking an address to the case party does not lock an address to Warrant and Bond Detail tabs; it is controlled by the shared party record.

Party Tab:



Warrant Tab:



Bonds Tab:

Reference

MNCIS Online Help: Warrants, Bonds

Parties

Viewing Date Last Registered as Sex Offender (Non-MN 1757)

The Additional tab of the party record has been updated to display the last date that the selected party was registered as a sex offender.

Note: Courts do not usually receive this information, so this field may not be of significant use to Minnesota. Regardless, this field will be visible. Entering a date is not mandatory, even if the Registered Sex Offender box is checked.

Reference

MNCIS Online Help: The Party Record

Sending Case Forms to Non-Case Parties (Non MN 2155)

Case Manager has been updated to provide the ability to send case forms to individuals or agencies who are not parties or participants on a case.

This functionality changes the Form dialog. This feature allows courts to print forms without adding unnecessary participants (individuals or agencies) to a case.

Notes:

- Due to several issues with this functionality, it will not be used by Minnesota at this time.
- Although the change to this screen is viewable, there will be no case affiliates in MNCIS at this time. If the current identified issues are resolved in future releases of our software, usability will again be reviewed and courts will be notified.

Usability issues are:

- This functionality only allows printing case forms – it does not allow printing hearing notices for non-case parties.

- The cc list printed on many forms will not (and *cannot*) indicate the additional persons or agencies who received the form.
- Producing the forms for non-case parties increases this process by six (6) steps, i.e. six additional choices must be made (clicks and/or hotkeys).

Searches

Using the Print Button when Searching for a Case (Non MN 2584)

The Print button on the Search Results page has been expanded. Previously, this button was only available when a search was conducted by name (party or attorney). Now, a search for cases using the "Filed Between" date range fields activates the Print option.

New Search Results Screen:

Old Search Results Screen:

Example of Printed Results by Filed Date:

Cases by Filed Between Date

DEVODY

Filed Between: Friday, August 01, 2008 - Wednesday, October 01, 2008 *Includes cases with security groups:

Case Style	Case Number File Date	Case Type	Judge	Statistical Closure S. Closure Date
State of Minnesota vs Mickey Mighty Mouse	13-VB-08-2094 08/05/2008	Crim/Traf Non-Mand		
State of Minnesota vs Mickey Mighty Mouse	13-VB-08-2095 08/05/2008	Crim/Traf Non-Mand		
In the Matter of the Welfare of LILY LU PARK	27-JV-08-8709 08/05/2008	Delinquency Felony (Age 16 and Older)	Alexander, Pamela G.	
In the Matter of the Welfare of Jamie Austen	27-JV-08-8711 08/05/2008	Delinquency		
State of Minnesota vs Roxanne Seychelles	62-CR-08-7576 08/05/2008	Crim/Traf Mandatory		
State of Minnesota vs Roxanne Seychelles	62-CR-08-7577 08/05/2008	Crim/Traf Mandatory		
State of Minnesota vs Roxanne Juno	70-CR-08-17354 08/05/2008	Crim/Traf Mandatory		
State of Minnesota vs Joseph Richard Sohn	10-VB-08-5083 08/06/2008	Crim/Traf Non-Mand		
State of Minnesota vs Sean Richard-James Corrigan	[illegible]	Crim/Traf Non-Mand		

Notes:

- The report has a column for statistical closure date, which Minnesota is not using.
- The results are similar to the Case Index Report but there are more options on the report.

Fees and Finances

Deleting Voided Checks (Non MN 1779)

Functionality has been added to MNCIS which allows certain financial errors to be corrected by individuals with the right to delete voided checks.

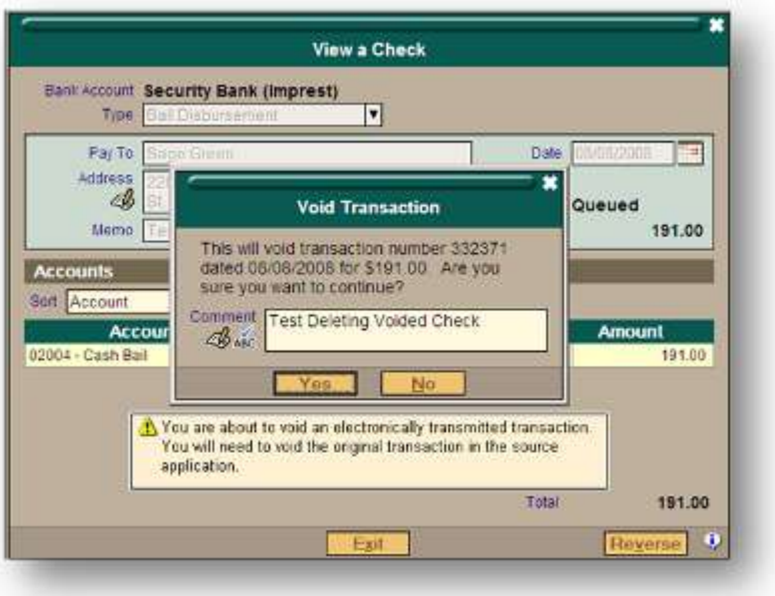
Background

If you need to void a check that has been printed in Financial Manager (OFM), Online Help instructions indicate that it should always be voided in Case Manager first. Additionally, MNCIS warns against voiding the transaction in OFM.

When an error occurs and a check is voided in OFM before it is voided in Case Manager, the voided transaction is still listed in the Check Processing Queue. Previously, it was necessary for the vendor (Tyler Technologies) to remove the check from the queue. With this new release, it is possible to mark the check as exported in the Check Processing Queue without the vendor's help.

Note: The ability to mark a check exported in the Check Processing Queue has been granted to staff who have power user rights and monitor the service desk. If you need a check voided from the Check Processing Queue, please enter a service desk ticket.

When voiding a check in OFM, a warning message is displayed:



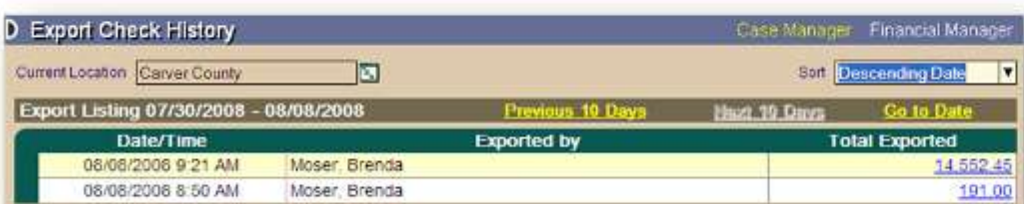
When the check is voided in CM, the voiding transaction appears in the check queue.

Right-click and mark as Exported. This voiding transaction is already reflected in OFM.

After marked as exported, the voided amount no longer appears in the check processing queue.

OFM displays the original and voided entries.

The Export History:

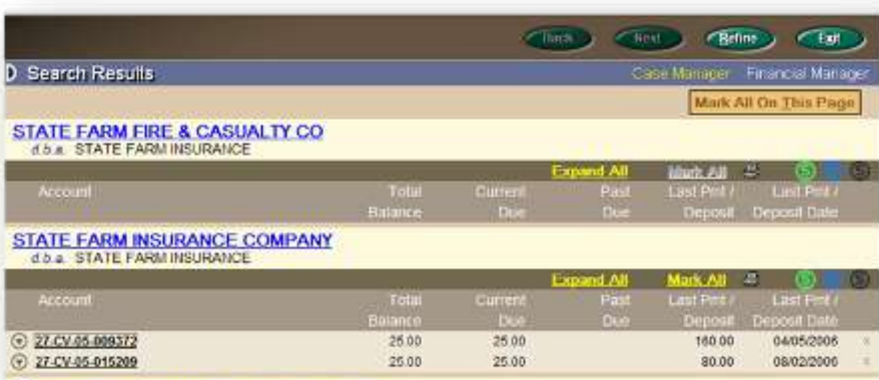


Printing Account Search Results (Non MN 2260)

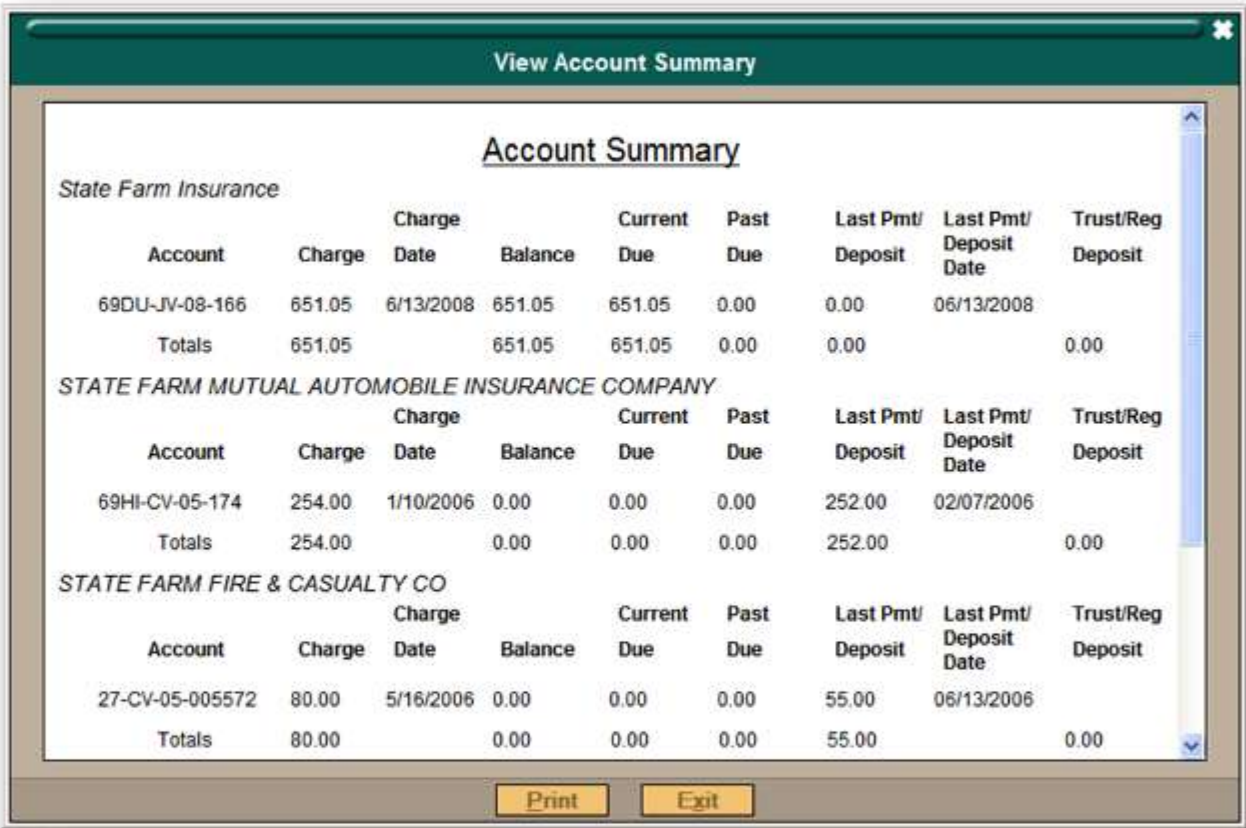
A new option allows you to print results when searching by Find an Account.

New Search Results screen:

Old Search Results screen:



Click **Print** for a summary of the accounts returned by the search.



Account Summary

State Farm Insurance

Account	Charge	Charge Date	Balance	Current Due	Past Due	Last Pmt/ Deposit	Last Pmt/ Deposit Date	Trust/Reg Deposit
69DU-JV-08-166	651.05	6/13/2008	651.05	651.05	0.00	0.00	06/13/2008	
Totals	651.05		651.05	651.05	0.00	0.00		0.00

STATE FARM MUTUAL AUTOMOBILE INSURANCE COMPANY

Account	Charge	Charge Date	Balance	Current Due	Past Due	Last Pmt/ Deposit	Last Pmt/ Deposit Date	Trust/Reg Deposit
69HI-CV-05-174	254.00	1/10/2006	0.00	0.00	0.00	252.00	02/07/2006	
Totals	254.00		0.00	0.00	0.00	252.00		0.00

STATE FARM FIRE & CASUALTY CO

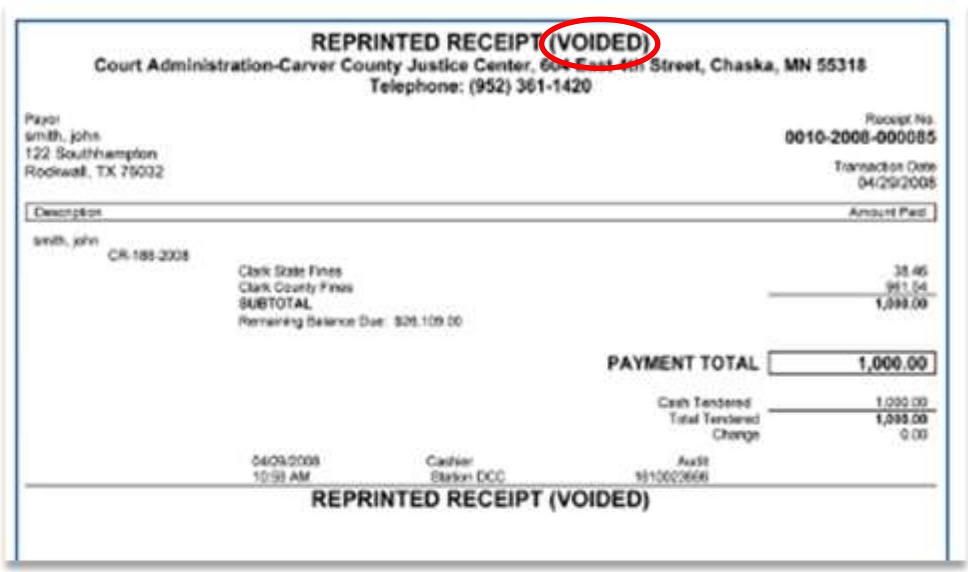
Account	Charge	Charge Date	Balance	Current Due	Past Due	Last Pmt/ Deposit	Last Pmt/ Deposit Date	Trust/Reg Deposit
27-CV-05-005572	80.00	5/16/2006	0.00	0.00	0.00	55.00	06/13/2006	
Totals	80.00		0.00	0.00	0.00	55.00		0.00

Reprinting Voided Receipts (Non MN 3046)

You can now reprint voided receipts to help track case payments and to better assist accounting.

To access this feature,

1. Select the transaction for a payment that has been voided.
2. Click the **Reprint Receipt** button.
3. The receipt will include the word “Voided” on the document.



Reference

MNCIS Online Help: Receipts

Processing Checks with Fee Detail (Non MN 3113)

Check processing and the output of printed check stubs have been modified to include fee detail for both individual and batch processing.

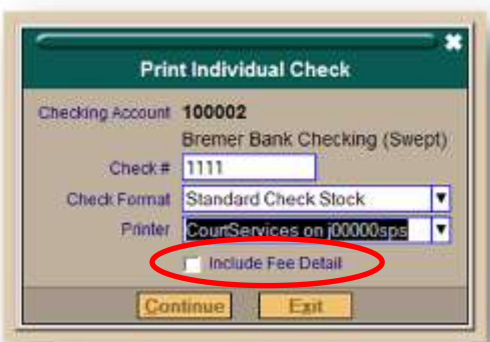
Including Fee Detail for Printed Check Stubs:

The “Include Fee Detail” has been added to the check printing dialog. When this is checked, the fee or fees included in the check will be printed on the check stub. However, most checks issued by the court consist of only one fee type (e.g. restitution, refund). If the data is too large to print, the standard Check Stub Overflow dialog is presented.

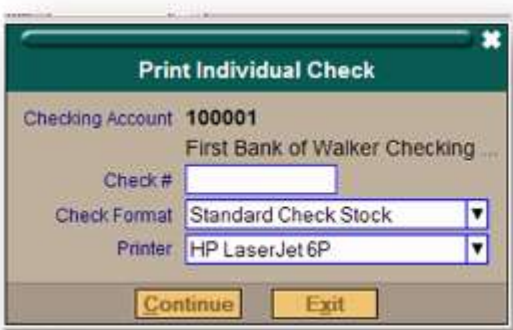
Note: Although this feature is not beneficial to Minnesota courts, it is still visible to the user.

Caution: After selecting “Include Fee Detail”, this choice is present for the next check printed. You must manually deselect this.

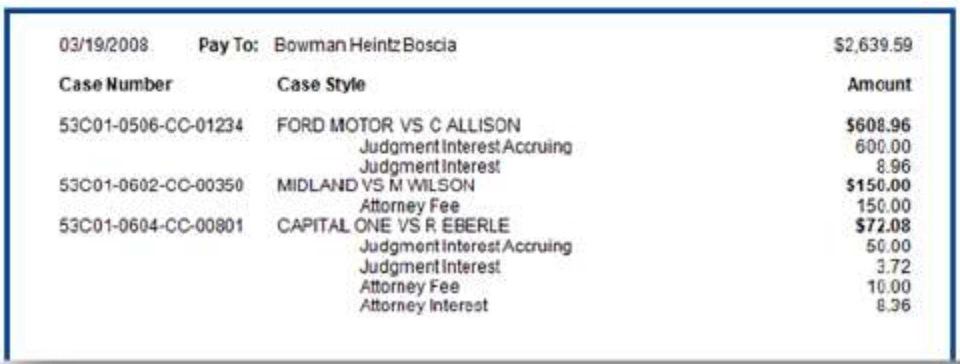
New Print Individual Check dialog:



Old Print Individual Check dialog:



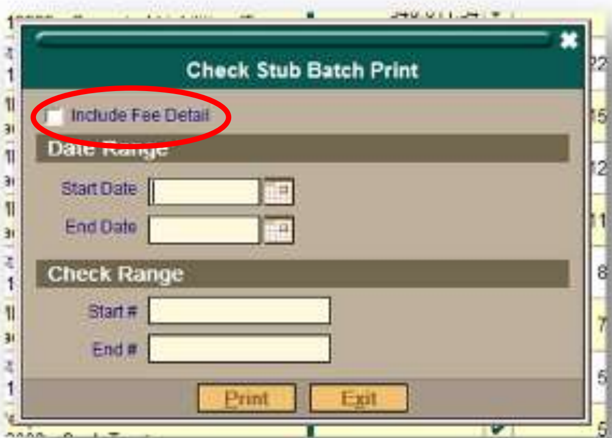
Example of printed check stub report including fee detail:



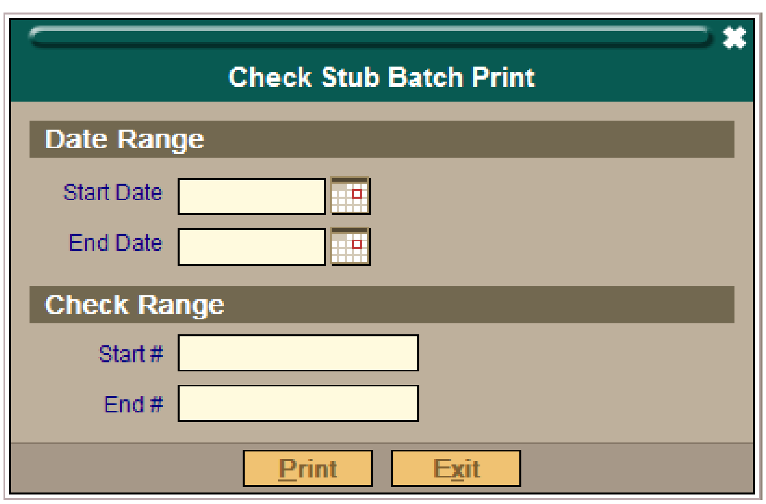
03/19/2008	**Pay To:** Bowman Heintz Boscia	$2,639.59
Case Number	**Case Style**	**Amount**
53C01-0506-CC-01234	FORD MOTOR VS C ALLISON	**$608.96**
	Judgment Interest Accruing	600.00
	Judgment Interest	8.96
53C01-0602-CC-00350	MIDLAND VS M WILSON	**$150.00**
	Attorney Fee	150.00
53C01-0604-CC-00801	CAPITAL ONE VS R EBERLE	**$72.08**
	Judgment Interest Accruing	50.00
	Judgment Interest	3.72
	Attorney Fee	10.00
	Attorney Interest	8.36

It is also possible to create the check stub detail report for multiple checks, as illustrated in the new dialog below.

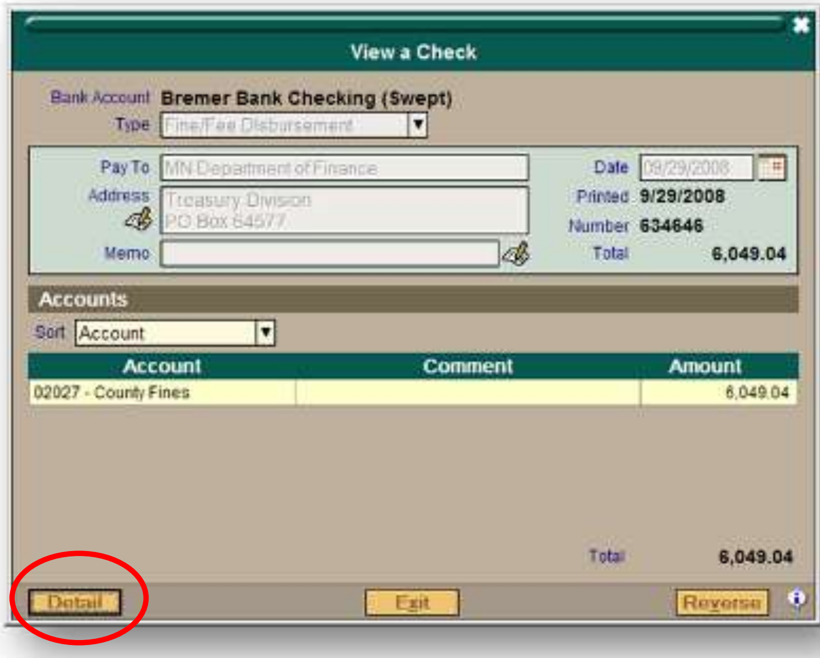
New Check Stub Batch Print dialog:



Old Check Stub Batch Print dialog:



A check stub detail report can also be generated for a single check. In View a Check, click **Detail** as illustrated below.



In the check Stub Detail dialog, click the **Include Fee Detail** checkbox.

New Check Stub Detail report for a single check:

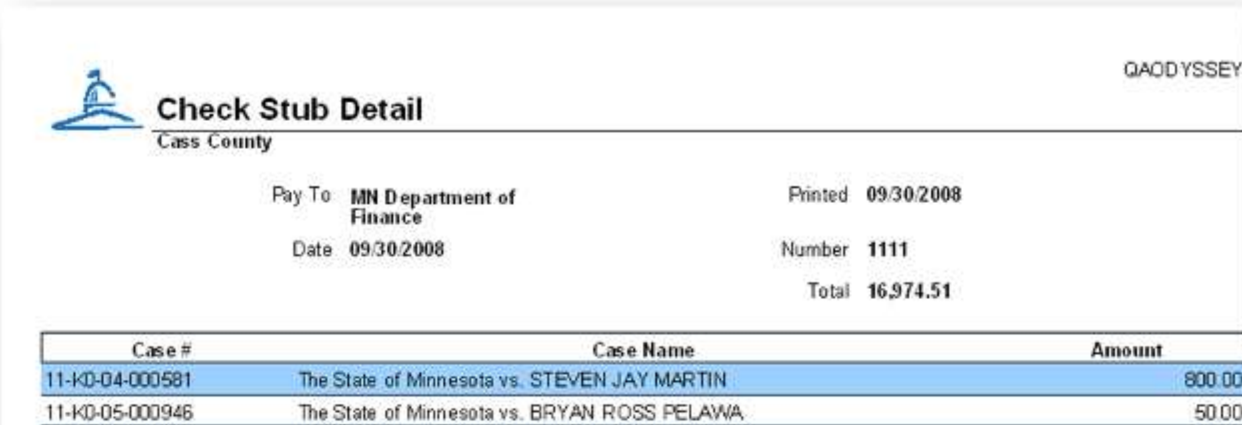
DEVODYSSEY

Check Stub Detail

Cass County

	County Fines	25.00
11-CR-07-1670	State of Minnesota vs Joseph Howard Schulman	**60.74**
	Fine DPS 5/8	37.96
	Fine DPS 5/8-County Share	22.78

Old Check Stub Detail report for a single check:



QAODYSSEY

Check Stub Detail

Cass County

Pay To **MN Department of Finance**   Printed **09/30/2008**

Date **09/30/2008**   Number **1111**

Total **16,974.51**

Case #	Case Name	Amount
11-K0-04-000581	The State of Minnesota vs. STEVEN JAY MARTIN	800.00
11-K0-05-000946	The State of Minnesota vs. BRYAN ROSS PELAWA	50.00

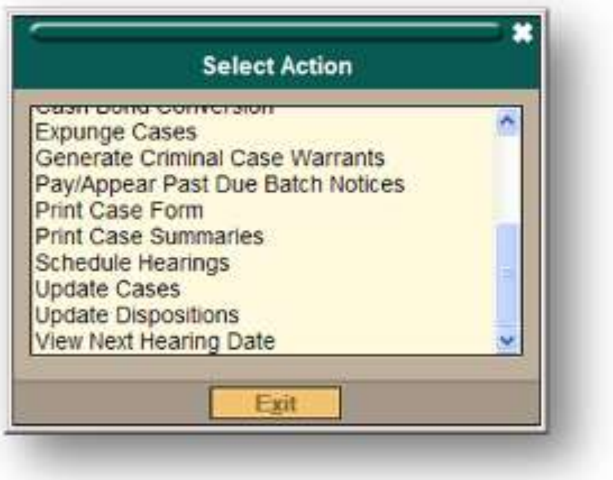
Note: The example shown uses accounts included in the monthly remittance for illustrative purposes. The check stub detail is not necessary or beneficial for the month end process.

List Manager

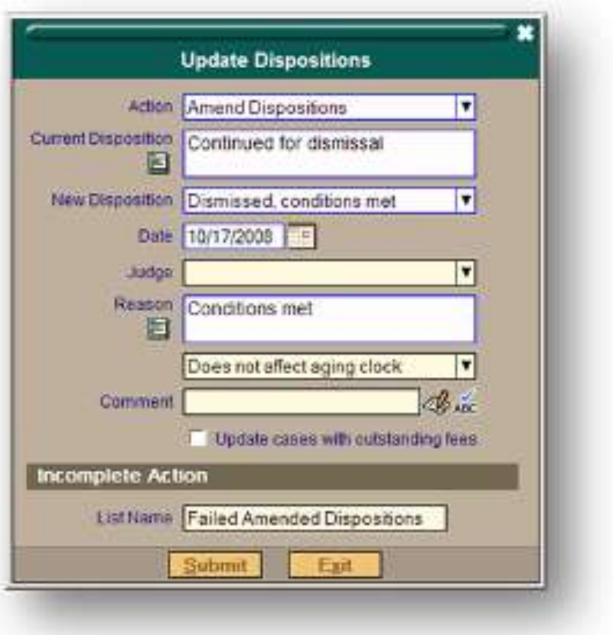
Updating Dispositions (MN/Non MN 1010)

This functionality allows the user to add or amend dispositions on multiple case files from List Manager. It is vital that use of this feature takes into account local business practices and typical case updates. The list of cases must be precisely identified and verified.

1. Create a list of cases by generating a report, such as the Event Review Report, or create the list manually in List Manager. Then select Action – Update Dispositions.



2. The options presented are Add, Amend, or Add and Amend dispositions.



3. Depending upon the action selected, the action automatically updates the disposition on the disposition tab and creates a new list which includes all cases that were not updated.

Notes:

- If "Update Cases with Outstanding Fees" box is unchecked, cases with outstanding fees will not be updated.
- When using Add, functionality adds the disposition selected to all charges without a disposition.
- When using Amend, functionality amends the current dispositions selected to the new amended disposition selected.
- When using Add and Amend, functionality adds the new disposition to all charges without disposition *and* amends all current dispositions to the new disposition.

Reference

MNCIS Online Help: List Manager, Using List Manager, Batch Update Dispositions (new topic)

List Manager Batch Notices (Non MN 1012)

In List Manager, the 'Batch Notices' option now includes the optional Hearing Date field. If you are working with a batch notice that includes hearing information, such as a hearing notice, you can use this field to specify which hearing should be used for the notice. If multiple hearings are scheduled for the case on the same date, hearing information for all the hearings will print on the notice. If you do not select a date and you are printing notices with hearing information, then hearing information for all the hearings on the case will print.

Notes:

- Although you are required to enter a Due Date, it will have no effect if an event is not added.
- There are no statewide batch notices that will make use of this functionality at this time.

New Batch Notices dialog:

Old Batch Notices dialog:

Reference

MNCIS Online Help: List Manager, Generating Batch Notices

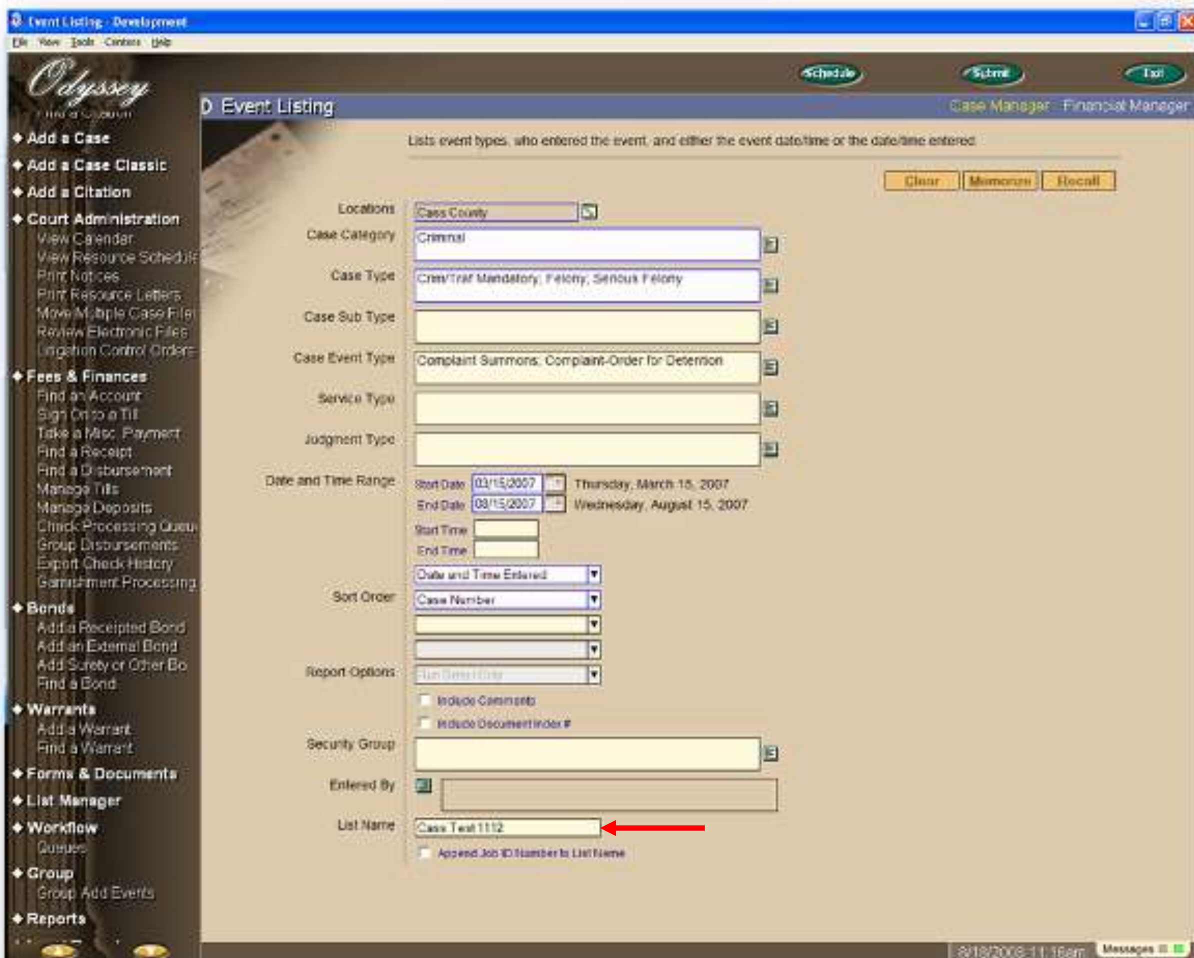
Accessing Event Listing Report in List Manager (MN/Non MN 2073)

The Event Listing Report is now List Manager-enabled.

First, go to the Event Listing report under the reports section. Enter your report parameters and enter a name in the List Name field.

To access the Event Listing Report in List Manager from Case Manager Home,

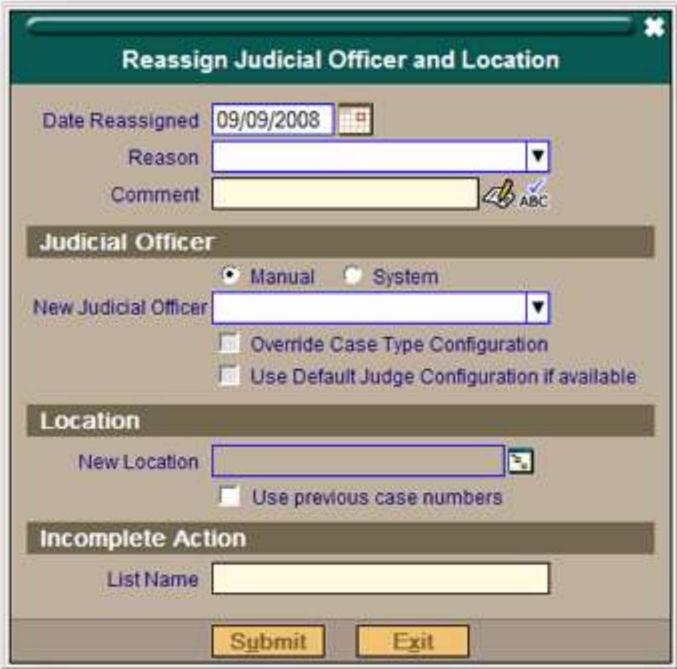
1. Click **List Manager**
2. Click **Load**
3. Select the appropriate list
4. Click **Perform Action**
5. Select the action you wish to perform.



Using the Reassign Judicial Officer and Location List Manager Action (Non MN 2587)

This functionality allows users to reassign the judge and modify the location at the same time from the same dialog within List Manager.

Note: Minnesota does not currently reassign the locations (venues) of court cases.



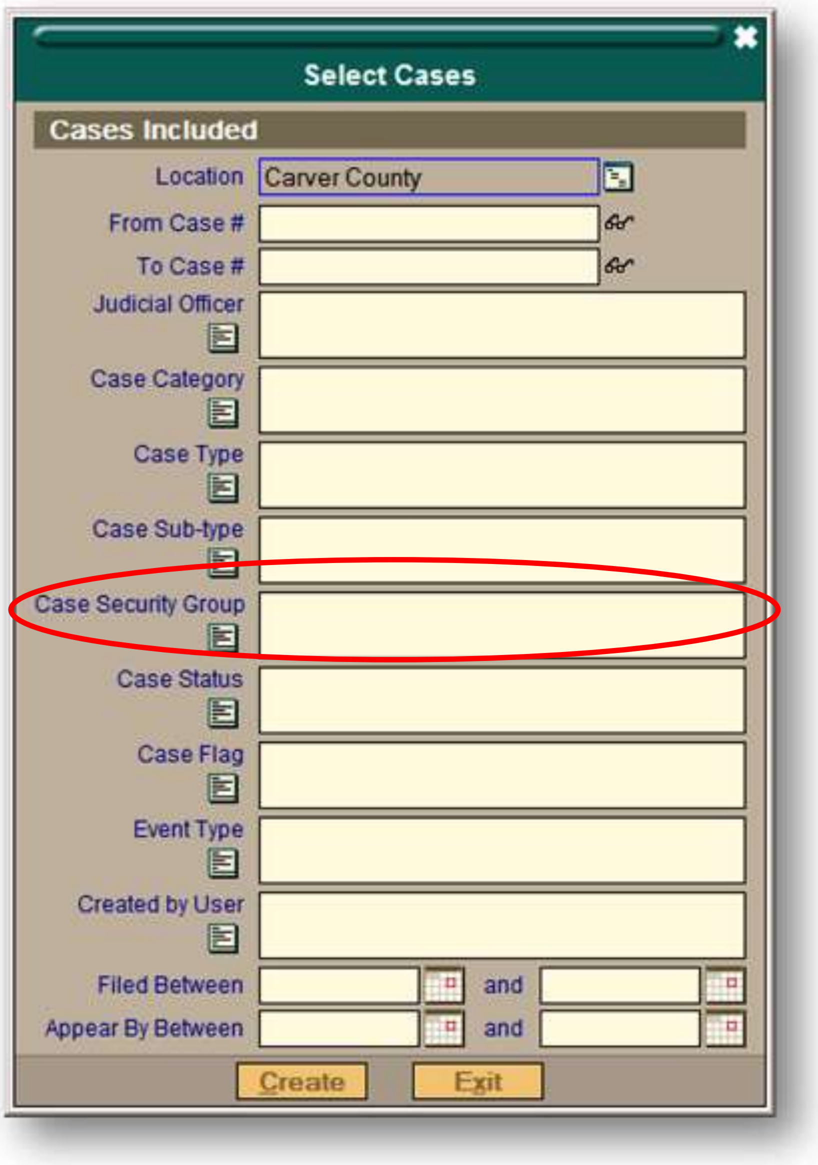
Reference

MNCIS Online Help: Receipts

Understanding Changes to the Select Case Dialog Box [List Manager] (Non MN 2769)

When using Select Cases in List Manager, you now have the option to include a parameter that searches for cases with one or more security groups. The options presented are based on the user's access level, but may contain Confidential, Restricted, and/or Sealed. If a security group is selected, only cases with that security type are included in the list.

To access this screen from List Manager, click Perform Query>Select Query>Select Cases.



Reference

MNCIS Online Help: Using the List Manager

Reporting

Attorney Pending Cases Report (Non MN 2358)

This report provides a list of attorneys who have cases pending before the court. The report does not allow filtering by attorney. Thus, the report results will be extensive. It is strongly recommended that the report be generated with a limited focus – one case category and fewer than all case types – in order to make this report more useful.

At the time of this release overview, the report picks up all cases regardless of the current case status. This has been reported as an issue.

Notes:

- The list can be exported as a CSV file, which can then be used to create attorney mailing labels using the mail merge function in Excel. Caution is advised: some parties in MNCIS have been marked as an attorney even though the person or agency is not an attorney.
- If the report is too large, (all case types) a run time error will be encountered when loading the list in List Manager. This may also pose a problem in emailing the report.
- If you search by attorney on the Find a Case screen you will also receive all cases regardless of the case status.
- If an attorney has been removed from a case it will not appear on the report.

Report Output:

Attorney Pending Cases Report DEVOE

Case Category: All Case Type: All As of Date: 08/14/2008

Carver County

AAKER, LINDA P
160 W BK UNION SKYWAY
219 19TH AVE S
MINNEAPOLIS, MN 55455

Case Number	Style	Case Category	Case Type Case Sub-Type	File Date	Case Status
10-FX-99-001275	MELISSA R. LEFFEL vs. DANIEL WADE BRABENDER	Family	Expedited Process	07/29/1999	Reopened

Group Count: 1

ABBOTT, GREGORY ANDREW
4601 Excelsior Blvd., Suite 401
Minneapolis, MN 55416

Case Number	Style	Case Category	Case Type Case Sub-Type	File Date	Case Status
10-CV-06-1203	Donald Penn vs Michele Weitzel-Redding fka Michele Weitzel-Green	Civil	Personal Injury	11/16/2006	Open
10-CV-06-1203	Donald Penn vs Michele Weitzel-Redding fka Michele Weitzel-Green	Civil	Personal Injury	11/16/2006	Reopened

Group Count: 2

ADAM, SARAH JEAN BLAZIER
Reiter & Schiller PA
Academy Professional Building
25 Dale Street North
St Paul, MN 55102-2227

Case Number	Style	Case Category	Case Type Case Sub-Type	File Date	Case Status
10-CV-08-386	WELLS FARGO BANK, N.A. vs Andrew J. Hess	Civil	Civil Other/Misc.	03/07/2008	Open
10-CV-08-387	MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC. vs Barbara A. Czeck	Civil	Civil Other/Misc.	03/07/2008	Open
10-CV-08-41	U.S. Bank National Association, as Trustee vs Jillaine M. Werth, Michael P. Werth, John Doe and Mary Roe	Civil	Eviction (UD)	01/10/2008	Open
10-CV-08-463	In the Matter of the Petition of Wells Fargo Bank, N.A. for a New Certificate of Title After Mortgage Foreclosure	Civil	Torrens	03/25/2008	Open
10-CV-08-512	In the Matter of the Petition of Mortgage Electronic Registration Systems, Inc., a Delaware Corporation, for a New Certificate of Title After Mortgage foreclosure Sale	Civil	Torrens	04/02/2008	Open
10-CV-08-544	Wells Fargo Bank, N.A. vs Daniel A Draheim	Civil	Eviction (UD)	04/11/2008	Open
10-CV-08-545	US Bank National Association vs Roy J Labond, Janelle Labond, John Doe, Mary Roe	Civil	Eviction (UD)	04/11/2008	Open
10-CV-08-546	HSBC Bank Inc. vs Myron Reich, Jennifer Reich	Civil	Eviction (UD)	04/11/2008	Open
10-CV-08-634	In the Matter of the Petition of Mortgage Electronic Registration Systems, Inc., a Delaware corporation, for a New Certificate of Title After Mortgage Foreclosure Sale	Civil	Torrens	04/29/2008	Open
10-CV-08-698	South Point, Inc. vs Andrew Donat, Minnesota State Curb & Gutter, Division of AVR, Inc.	Civil	Civil Other/Misc.	05/05/2008	Open
10-CV-08-961	Wells Fargo Bank, N.A. vs Cathy D Anderson	Civil	Civil Other/Misc.	06/19/2008	Open

Group Count: 53

Reference

MNCIS Online Help: Reports, Reports Guide

Transaction Overpayment Listing Report (Non MN 2413)

This report displays a list of all overpayments within a specified date range. This list can be used to issue refund checks to the individuals who overpaid.

To access the report from Case Manager, click Reporting>Financial Activity

Sort Order Options:

Report Output:

Transaction Overpayment Listing DEVODYSSEY

Date Range: 07/01/2008 to 07/31/2008 Case Category: All Sorted By: Case Number

Clay County

Clay County

Case Number	Payor Name	Address	Date	Receipt #	Amount	Curr Balance
14-VB-08-2890	Green Lights Recycling, Inc.		07/07/2008	0014-2008-010023	50.00	50.00
Sub Total:					$50.00	$50.00
Grand Total:					$50.00	$50.00

Notes

- The report output can be saved in CSV format.
- This list can be used to identify all cases in which a refund check should be issued to an individual or company who overpaid an amount due.
- This list can also be used at month-end to verify that all overpayments have been paid out.

Reference

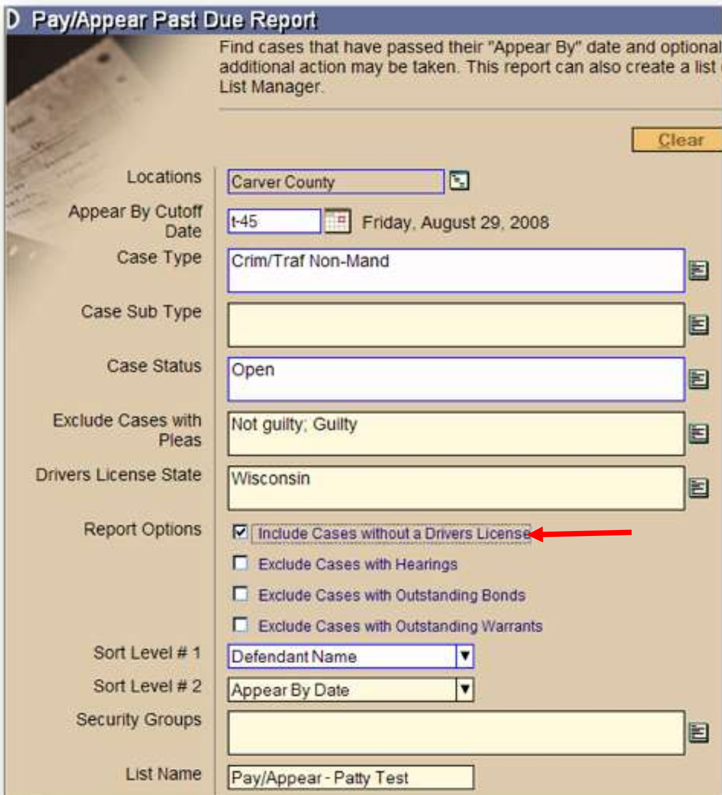
MNCIS Online Help: Reports, Reports Guide

Changes to the Pay/Appear Past Due Report (Non MN 2566)

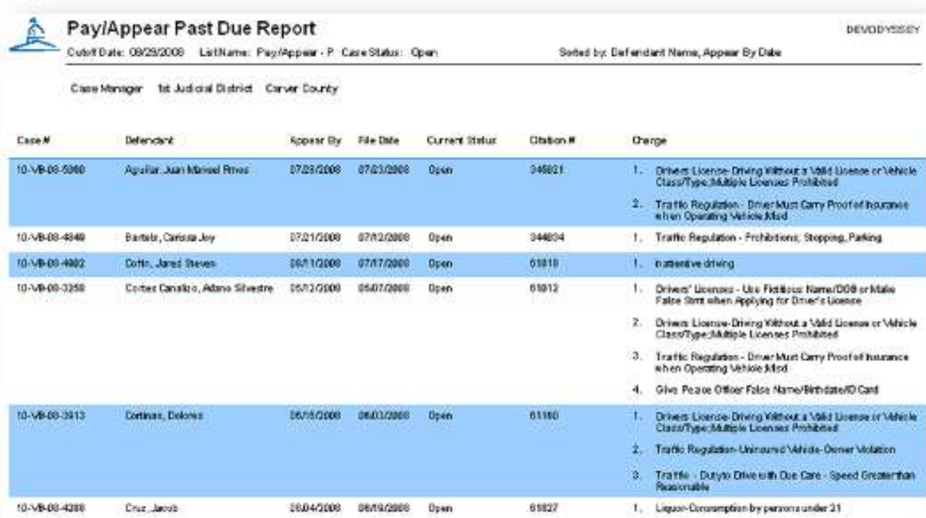
The Pay/Appear Past Due report has two new fields: “Drivers License State” and “Include Cases without a Driver’s License”. The output of the report is the same as the current version. That is, it does not display driver’s license state on the report. Instead, this is a way to further filter the cases included on the report.

These fields allow you to create separate lists of cases that have passed their ‘Appear By’ date. The report can now be used to segregate cases by state since case updates differ for compact states, non-compact states, and Minnesota. This will allow separate lists to be processed in List Manager.

New input screen:



New output view:



Old input screen:

Old output view:

Pay/Appear Past Due Report QAODYSSEY

Cutoff Date: 07/20/2008 List Name: Pay/Appear Rp Case Status: Open Sorted by: Case #

Case Manager 1st Judicial District Carver County

Case #	Defendant	Appear By	File Date	Current Status	Citation #	Charge
10-VB-08-257	Kauffman, Angela Latrelle	02/11/2008	01/18/2008	Open	TX08378	1. Traffic Regulation - Failure to Stop at Stop Signs or Stop Lines at Entrance to Through Highway
10-VB-08-453	Galuska, Kara Ann	02/25/2008	01/18/2008	Open	60177	1. Liquor-Consumption by persons under 21
10-VB-08-457	ARMSTRONG, JEREMY RICK	02/25/2008	01/18/2008	Open	60839	1. Drugs-Possess/Sale Small Amounts of Marijuana
10-VB-08-459	Ehlen, Coryann Carol	02/25/2008	01/18/2008	Open	60836	1. Liquor-Consumption by persons under 21
						2. Drugs-Possess/Sale Small Amounts of Marijuana
10-VB-08-566	Sabatz, Debra Anne	01/28/2008	01/28/2008	Open	520458	1. Snowmobile - Improper Crossing - Fail to Stop at Shoulder or Roadway
10-VB-08-594	GOFF, TIFFANY MICHELLE	03/03/2008	01/28/2008	Open	60954	1. Traffic - Speeding - Exceed Limit
10-VB-08-676	LANDAW, TIMOTHY RYAN	02/11/2008	01/31/2008	Open	338041	1. winter parking
10-VB-08-677	Srdar, Timothy Robert	02/11/2008	01/31/2008	Open	339514	1. winter parking violation
10-VB-08-679	BOLDENOW, CAREY ALAN	02/04/2008	01/31/2008	Open	339518	1. no parking zone
10-VB-08-694	Olson, Aaron Richard	03/03/2008	01/31/2008	Open	60566	1. Traffic - Speeding - Exceed Limit

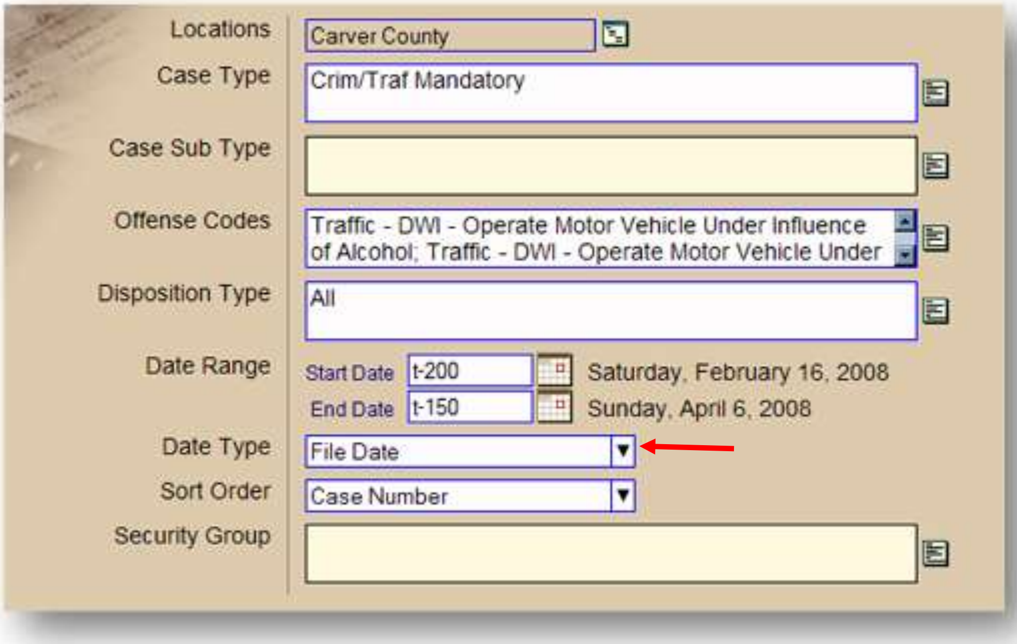
Reference

MNCIS Online Help: Generating Batch Notices

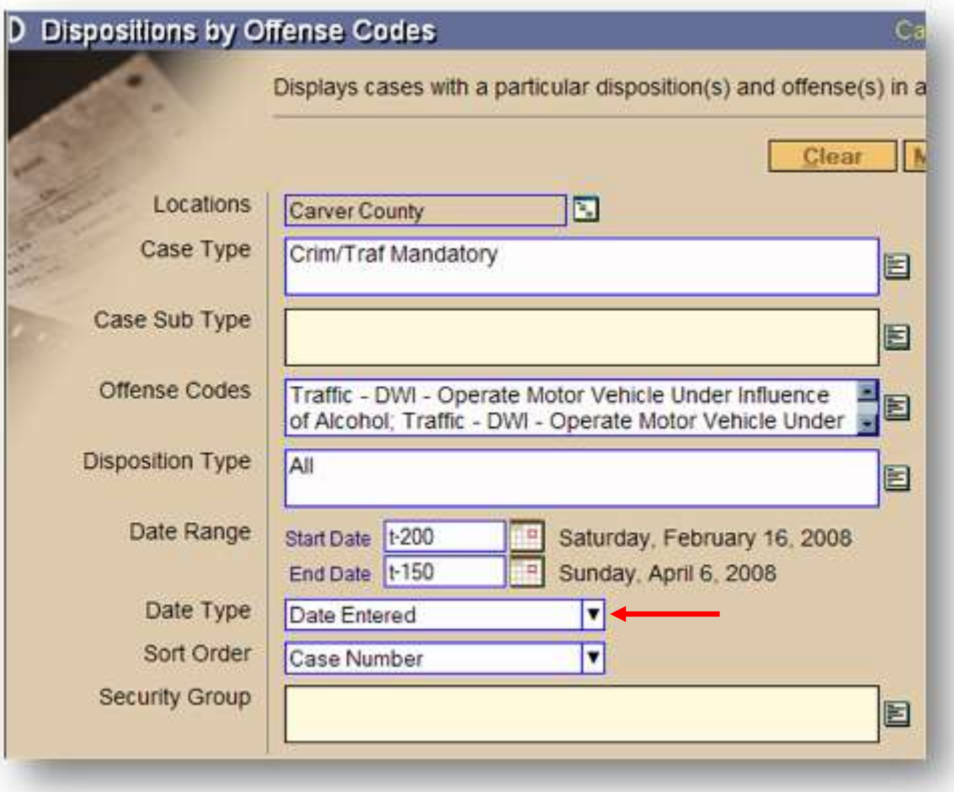
Changes to Disposition by Offense Code Report (Non MN 2569)

The Disposition by Offense Code report has been updated to include 'File Date' in the Date Type field. The report has also been updated with a File Date column. This report allows you to find disposed cases within a specified 'file date' range. It can be used for providing information to business partners.

New input screen:



Old input screen:



New output view:

Dispositions by Offense Codes DEVODYSSEY

Date Range: 02/16/2008 to 04/06/2008 Date Type: File Date Sorted by: Case Number Offense Codes: Traffic - DWI - Operate Motor Vehicle Under

1st Judicial District Carver County

Carver County

Case Number	File Date	Defendant	Date of Birth	Offense Date	Offense Statute	Degree / Offense	Disp Date	Disp Type
10-CR-08-116	02/19/2008	ROZELLE, NATHAN LEE	06/15/1980	02/16/2008	169A.20 Subd. 1(1)	Gross Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	03/07/2008	Convicted
10-CR-08-119	02/20/2008	LATTERNER, BRET KENNETH	09/03/1967	02/18/2008	169A.20.1(5)	Gross Misdemeanor/ Traffic - DWI - Operate Motor Vehicle - Alcohol Concentration 0.08 Within 2 Hours	03/19/2008	Convicted
				02/18/2008	171.24 Subd. 5	Gross Misdemeanor/ Traffic-DL-Driving after cancellation-inimical to public safety	03/19/2008	Convicted
				02/18/2008	169A.20 Subd. 1(1)	Gross Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	03/19/2008	Dismissed
				02/18/2008	169A.20.1(1)	Gross Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	03/19/2008	Dismissed
10-CR-08-12	02/22/2008	GIESEN, JEREMY RAY	11/05/1983	02/19/2008	169A.20.1(1)	Gross Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	03/03/2008	Convicted
				02/19/2008	169A.20.2	Gross Misdemeanor/ Traffic - DWI - Refuse to Submit to Chemical Test	03/03/2008	Dismissed
10-CR-08-121	02/22/2008	High, Kenneth Lynn	01/13/1981	02/13/2008	169A.20.1(1)	Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	02/25/2008	Convicted
10-CR-08-124	02/22/2008	WEEDA, BRENTON ROBERT	12/02/1987	12/29/2006	169A.20.1(1)	Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	05/30/2008	Convicted

Old output view:

Dispositions by Offense Codes QAODYSSEY

Date Range: 02/16/2008 to 04/06/2008 Date Type: Date Entered Sorted by: Case Number Offense Codes: Traffic - DWI - Operate Motor Vehicle

1st Judicial District Carver County

Carver County

Case Number	Defendant	Date of Birth	Offense Date	Offense Statute	Degree / Offense	Disp Date	Disp Type
10-CR-06-481	Skraba, Rhonda Jo	03/29/1985	05/19/2006	169A.27.1	Misdemeanor/ Traffic - DWI - Fourth-Degree Driving While Impaired: Described	02/15/2008	Convicted
			05/19/2006	169A.20 Subd. 1(1)	Gross Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	02/15/2008	Dismissed
10-CR-07-113	Noterman, Mark James	12/15/1963	01/26/2007	169.13.2	Misdemeanor/ Traffic - Careless Driving	02/19/2008	Convicted
			01/26/2007	169A.20.1(1)	Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	02/19/2008	Dismissed
			01/26/2007	169.18.1	Petty Misdemeanor/ Traffic Regulation - Keep to the Right	02/19/2008	Dismissed
10-CR-07-266	Knish, Renee Lee Knish, Renee	06/22/1977	04/05/2007	169A.20.1(1)	Gross Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	02/20/2008	Convicted
10-CR-07-718	Loomis, Jason Robert Loomis, Jason Rober	08/18/1984	09/09/2007	169A.20 Subd. 1(1)	Gross Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	02/19/2008	Convicted
			09/09/2007	169A.20 Subd. 1(5)	Gross Misdemeanor/ Traffic - DWI - Operate Motor Vehicle - Alcohol Concentration 0.08 Within 2 Hours	02/19/2008	Dismissed
10-CR-07-694	STODDARD, DANIEL PHILLIP	11/07/1985	10/07/2007	169A.20 Subd. 1(1)	Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	02/20/2008	Convicted
			10/07/2007	169A.20 Subd. 1(5)	Gross Misdemeanor/ Traffic - DWI - Operate Motor Vehicle - Alcohol Concentration 0.08 Within 2 Hours	02/20/2008	Dismissed
			10/07/2007	169A.20 Subd. 1(1)	Gross Misdemeanor/ Traffic - DWI - Operate Motor Vehicle Under Influence of Alcohol	02/20/2008	Dismissed

Fee by Fee Schedule Report (Non MN 3015)

This report provides a listing of all payment transactions for fee codes by fee schedules within a specified date range. The report is accessed from Case Manager Reporting>Financial Activity.

Note: This statistical report will provide information to court managers and supervisors as to increases or decreases in certain types of requests (e.g. copies or writs of execution) when a fee is charged *and* when the charge is connected to a case. **This report cannot compile statistics which include miscellaneous fees (any fee not connected to a case).**

Report Output Detail:

Fee by Fee Schedule Report DEVODYSSEY

Date Range: Tuesday, January 01, 2008 - Thursday, January 31, 2008 Fee Schedule: CERTCOPYM,CERTCOPYCERTCOPY,CERTCOPYMCI

Nodes: Carver County

Certified Copies - Multiple (Civil)

Carver County

Fee Code	Fee Code Description	Amount
CERTCOPY	Certified Copy	40.00
Total Number of Payment Transactions: 2		**40.00**
Grand Total Number of Payment Transactions: 2		**40.00**

Certified Copies - Multiple (Family)

Carver County

Fee Code	Fee Code Description	Amount
CERTCOPY	Certified Copy	380.00
Total Number of Payment Transactions: 16		**380.00**
Grand Total Number of Payment Transactions: 16		**380.00**

Report Output Summary:

Nodes: Carver County

Fee Schedule	Fee Schedule Count	Amount
Certified Copies - Multiple (Civil)	2	40.00
Certified Copies - Multiple (Family)	16	380.00
Certified Copies - Multiple (Probate or Mental Health)	8	280.00
Certified Copy - Single (Civil)	12	120.00
Certified Copy - Single (Family)	37	370.00
Certified Copy - Single (Probate or Mental Health)	2	20.00
Misc Certified Copies - Multiple (Miscellaneous)	5	170.00
Misc Certified Copy - Single (Miscellaneous)	12	120.00
Total Number of Payment Transactions:	**94**	**1,500.00**

Reference

MNCIS Online Help: Reports. Reports Guide

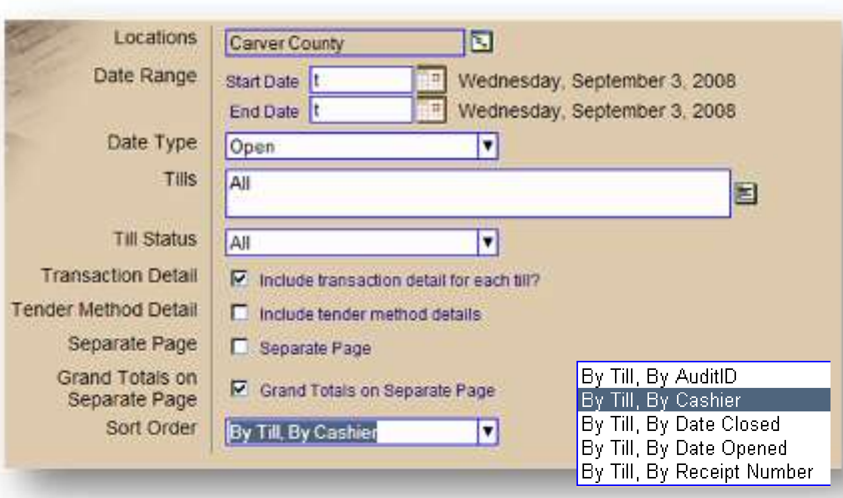
Changes to Till Balance Report (Non MN 3018)

The Till Balance report has additional options: "Entered By", "Include Tender Method Detail", and "Include Overpayment Detail". It also has new sort options: "By Cashier, by AuditID" and "By Cashier, by Receipt Number".

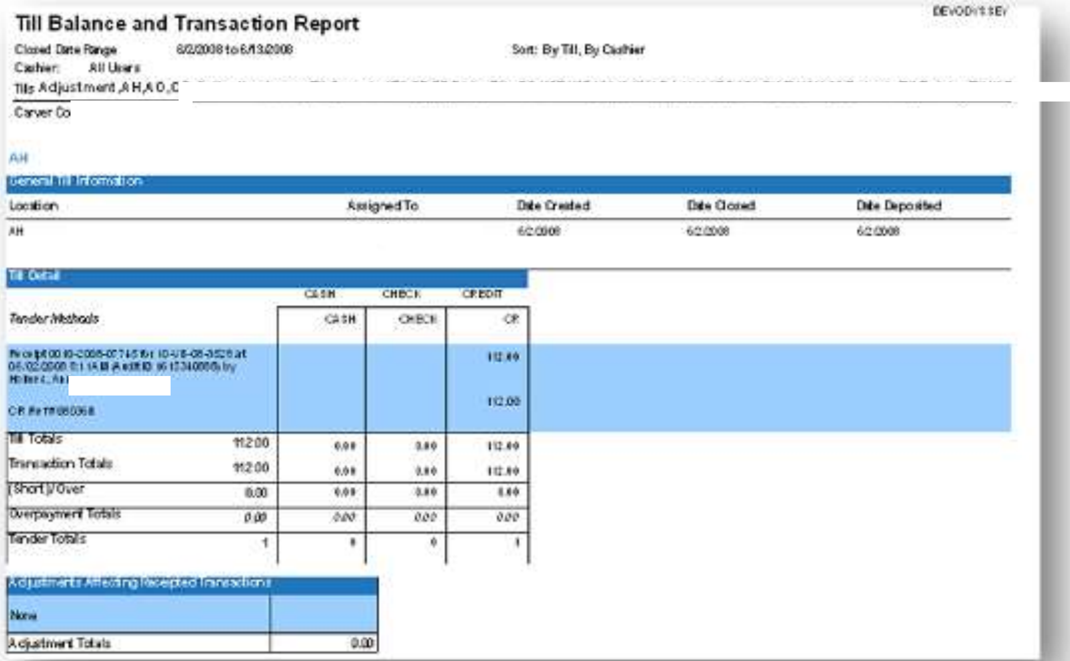
- Entered By field: allows you to select the cashier(s) for whom you are processing the report. If you do not select a cashier, the report does not filter the report output based on the cashier name.
- Include Tender Method Detail: displays the reference number and amount of each transaction on the report. It will now display a subtotal for each group; (till/cashier), and a grand total at the end of the report.
- Include Overpayment Detail: includes the amount of the overpayment on a transaction if change was not issued. It will display subtotals by group (till/cashier), and a grand total at the end of the report.

New input screen:

Old input screen:



New output view:



Till Balance and Transaction Report

Closed Date Range 6/2/2008 to 6/13/2008 Sort: By Till, By Cashier

Cashier: All Users

Tills Adjustment,AH,AO,C

Carver Co

AH

General Till Information

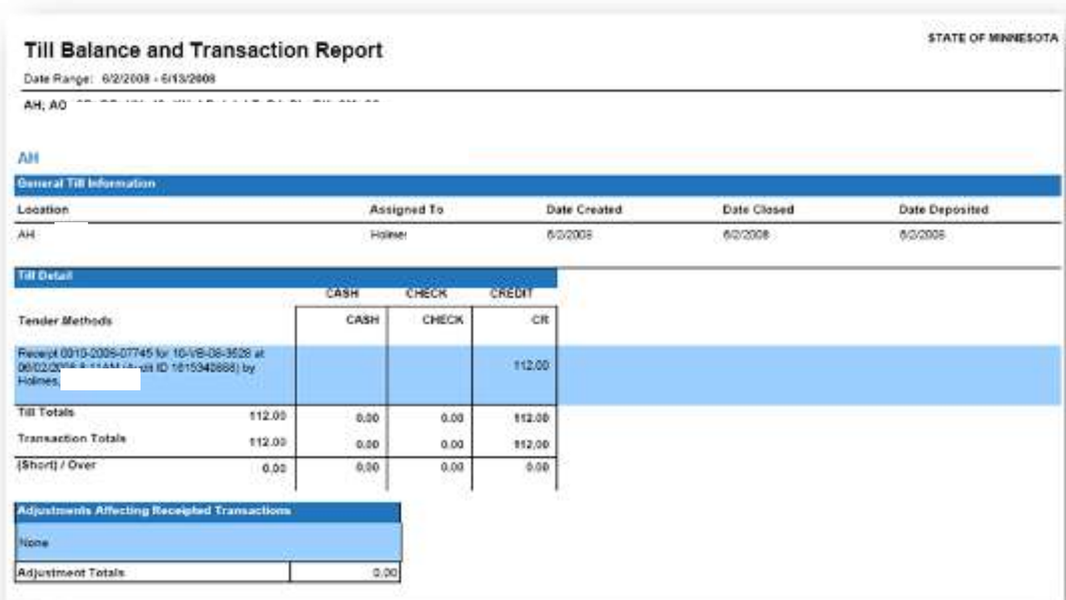
Location	Assigned To	Date Created	Date Closed	Date Deposited
AH		6/2/2008	6/2/2008	6/2/2008

Till Detail

		CASH	CHECK	CREDIT
Tender Methods		CASH	CHECK	CR
Receipt 0010-2008-07745 for 10-VB-08-3528 at 06/02/2008 8:11AM (Audit ID 1615340088) by Holmes, A				112.00
CR #e1908068				112.00
Till Totals	112.00	0.00	0.00	112.00
Transaction Totals	112.00	0.00	0.00	112.00
(Short) / Over	0.00	0.00	0.00	0.00
Overpayment Totals	*0.00*	*0.00*	*0.00*	*0.00*
Tender Totals	1	0	0	1

Adjustments Affecting Receipted Transactions	
None	
Adjustment Totals	0.00

Old output view:



Till Balance and Transaction Report

STATE OF MINNESOTA

Date Range: 6/2/2008 - 6/13/2008

AH; AO

AH

General Till Information

Location	Assigned To	Date Created	Date Closed	Date Deposited
AH	Holmes	6/2/2008	6/2/2008	6/2/2008

Till Detail

		CASH	CHECK	CREDIT
Tender Methods		CASH	CHECK	CR
Receipt 0010-2008-07745 for 10-VB-08-3528 at 06/02/2008 8:11AM (Audit ID 1615340888) by Holmes,				112.00
Till Totals	112.00	0.00	0.00	112.00
Transaction Totals	112.00	0.00	0.00	112.00
(Short) / Over	0.00	0.00	0.00	0.00

Adjustments Affecting Receipted Transactions	
None	
Adjustment Totals	0.00

Reference

MNCIS Online Help: Reports Guide

Individual Trust Detail Report (Non MN 3042)

This newly added report provides a list of all trust activity for an individual or an investment account on a case. This release also includes the ability to produce a report from within a case; the report compiles all cases for a party or an account number. Access the report from Case Manager Reporting>Registry and Trust.

Notes:

- If more than one party record exists you will need to make sure you select the one associated to the case with the investment account.
- When searching, the party name or Investment Account Number may be searched. The fields are mutually exclusive.

Report Output:

Individual Trust Detail Report

DEVODYSSEY

Party: LUSE, DAVID K. Case Category: Civil,Criminal,Family,Probate or Mental Health Case Type: All

Nodes: Carver County

LUSE, DAVID

10-C2-00-000550

STATE OF MINNESOTA, BY MIKE HATCH, ITS ATTORNEY GENERAL VS. CREEK FIVE ASSOCIATES ET AL

Uninvested Detail Transactions

Audit ID / Date	Description	Ref #	Payor / Payee / Bank	Receipt #	Admin Fees (not in Balance)	Deposit	Withdrawal	Balance
1600084896 12/11/2001	Converted External Registry Deposit		LUSE, DAVID K.	01016913		333,000.00		333,000.00
1600085480 12/24/2001	Trust Disbursement		LUSE, DAVID K.				329,500.00	3,500.00
1600086603 01/22/2002	Converted External Registry Deposit		LUSE, DAVID K.	02001026		198.44		3,698.44
1600091206 04/16/2002	Converted External Registry Deposit		LUSE, DAVID K.	02005711		12.49		3,710.93
1600097974 09/04/2002	Converted External Registry Deposit		LUSE, DAVID K.	02012965		11.56		3,722.49
1600101341 11/14/2002	Converted External Registry Deposit		LUSE, DAVID K.	02016310		11.73		3,734.22
1600104749 01/29/2003	Converted External Registry Deposit		LUSE, DAVID K.	03001379		11.21		3,745.43
1610018327 08/11/2003	Non-Cash Trust Disbursement		Converted Investment Bank				3,745.43	0.00

Investment Detail

Bank	Investment Type	Investment Term	Account Number	Maturity Date	Interest Rate	Compound Interest Calc Period
Any Minnesota Bank	Bank Savings				1.51 %	Monthly

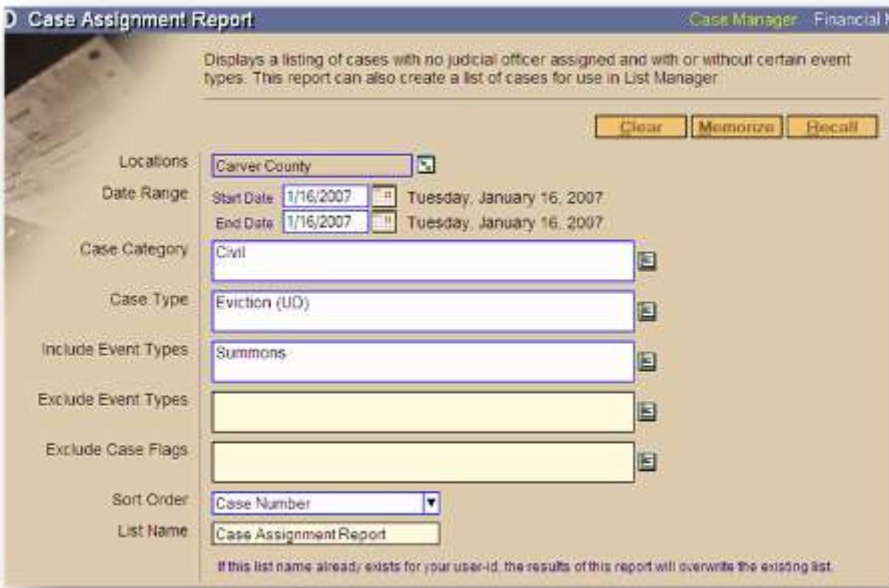
Note: As noted previously, a Registry and Trust Transaction Detail can also be produced from the Financial tab of a case. The report from within a case is not rights-enabled; the report from the Reports menu is rights enabled.

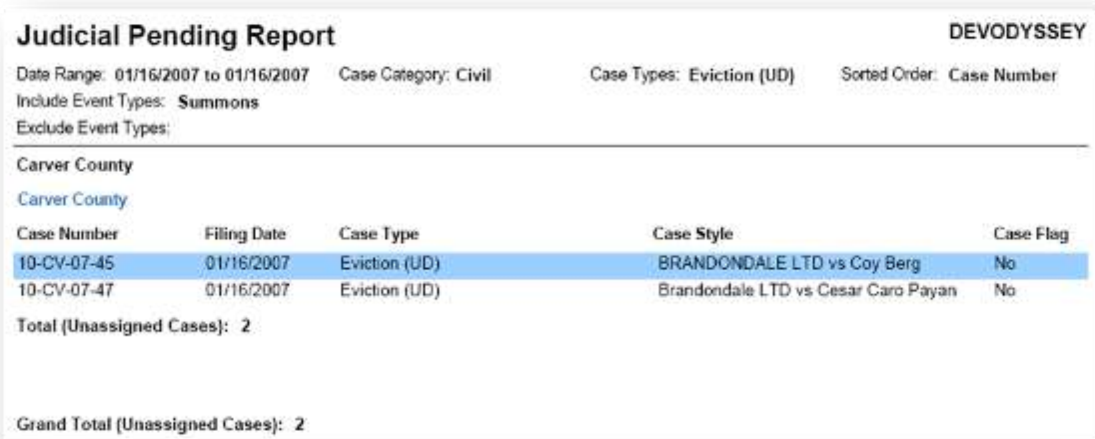
Reference

MNCIS Online Help: Reports, Reports Guide

New Case Assignment Report (Non MN)

The new Case Assignment Report displays a listing of cases filed within a specified date range with ***no*** judicial officer assigned. The user also has the option to include or exclude certain event types and exclude case flags. The report is list manager enabled. The report is accessed from Court Administration Reports.





Notes:

- The results display a different report name.
- The existing Judicial Pending Assignment report includes a checkbox to include unassigned cases, but it is not List Manager enabled.

Reference

MNCIS Online Help: Reports, Reports Guide

Registry and Trust Transaction Report (Non MN)

The new Registry and Trust Transaction Report provides a listing of invested and uninvested Registry and Trust account transactions for a specified date range.

Date Types

- Transaction Date - the report output will include transactions where the date of the transaction falls within the Date Range.
- Deposit Date - the report output will include transactions where the date of the deposit falls within the Date Range.

Note: When "Deposit Date" is selected, only transactions that affect the till will be included, (i.e. the report will exclude bank disbursements and adjustments for external deposits, interest payments or bank charges, etc.)

Save as CSV

When the "Summary and Detail" report option is selected, two CSV files will be created, one for each option.

Report Output:

Transaction Date

Registry and Trust Transaction Report

DEVODYSSEY

Date Range: **04/01/2008 - 06/30/2008** Case Category: **All** Financial Category: **Registry** Registry Account Type: **All**
Date Type: **Transaction Date** Report Option: **Summary And Detail**

Location: **Anoka County**

Transaction Date	Deposit	Withdrawal	Interest	Transaction Type	Case #	Comments	User ID
04/01/2008		30,000.00		Uninvested	02-C6-06-005684	02-C6-06-5684	ChaffeeL
04/01/2008		1,219.00		Uninvested	02-CV-08-1772	02-CV-08-1772/Rent Escrow	ChaffeeL
04/01/2008	230,000.00			Invested	02-C6-07-002164	State of MN	PortugueS
04/02/2008	500.00			Uninvested	02-C9-06-007901		ChaffeeL
04/03/2008		500.00		Uninvested	02-F6-96-007559	02-F6-96-7559/Appeal Bond	ChaffeeL
04/07/2008	1,560.00			Uninvested	02-CV-08-2114		ChaffeeL
04/08/2008			(0.06)	Invested	02-C0-05-005296	wrong account	PortugueS
04/08/2008			(28.01)	Invested	02-C6-07-002164		PortugueS
04/09/2008		(719.00)		Uninvested	02-CV-08-1772	to be reissued affidavit of lost check received	HigginsW
04/09/2008		719.00		Uninvested	02-CV-08-1772	02-CV-08-1772/Rent Escrow Reissue/040908	ChaffeeL
04/10/2008	1,170.00			Uninvested	02-CV-08-2104		ChaffeeL
04/10/2008	202.27			Uninvested	02-CV-08-12	Interest accrued	PortugueS
04/15/2008	1,250.00			Uninvested	02-CV-08-2222		ChaffeeL
04/15/2008	2,950.00			Uninvested	02-CV-08-2215		ChaffeeL
04/15/2008		1,410.00		Uninvested	02-CV-08-2114	02-CV-08-2114/Rent Escrow	ChaffeeL
04/15/2008		150.00		Uninvested	02-CV-08-2114	02-CV-08-2114/Rent Escrow	ChaffeeL
04/15/2008		12,000.00		Uninvested	02-CV-08-1012	02-CV-08-1012/Rent Escrow	ChaffeeL
04/18/2008			15.67	Invested	02-C7-05-004274		PortugueS
04/18/2008		67,484.68		Invested	02-C7-05-004274	Per court order dated 032808	PortugueS
04/21/2008	950.00			Uninvested	02-CV-08-2402		ChaffeeL

Deposit Date

Registry and Trust Transaction Report

DEVODYSSEY

Date Range: **04/01/2008 - 06/30/2008** Case Category: **All** Financial Category: **Registry** Registry Account Type: **All**
Date Type: **Deposit Date** Report Option: **Summary And Detail**

Location: **Anoka County**

Transaction Date	Deposit	Withdrawal	Interest	Transaction Type	Case #	Comments	User ID
04/02/2008	500.00			Uninvested	02-C9-06-007901		ChaffeeL
04/07/2008	1,560.00			Uninvested	02-CV-08-2114		ChaffeeL
04/10/2008	1,170.00			Uninvested	02-CV-08-2104		ChaffeeL
04/10/2008	202.27			Uninvested	02-CV-08-12	Interest accrued	PortugueS
04/15/2008	1,250.00			Uninvested	02-CV-08-2222		ChaffeeL
04/15/2008	2,950.00			Uninvested	02-CV-08-2215		ChaffeeL
04/21/2008	950.00			Uninvested	02-CV-08-2402		ChaffeeL
04/21/2008	500.00			Uninvested	02-F4-01-007186		ChaffeeL
04/29/2008	3,165,000.00			Uninvested	02-CV-08-676	Order date 4/22/08	PortugueS

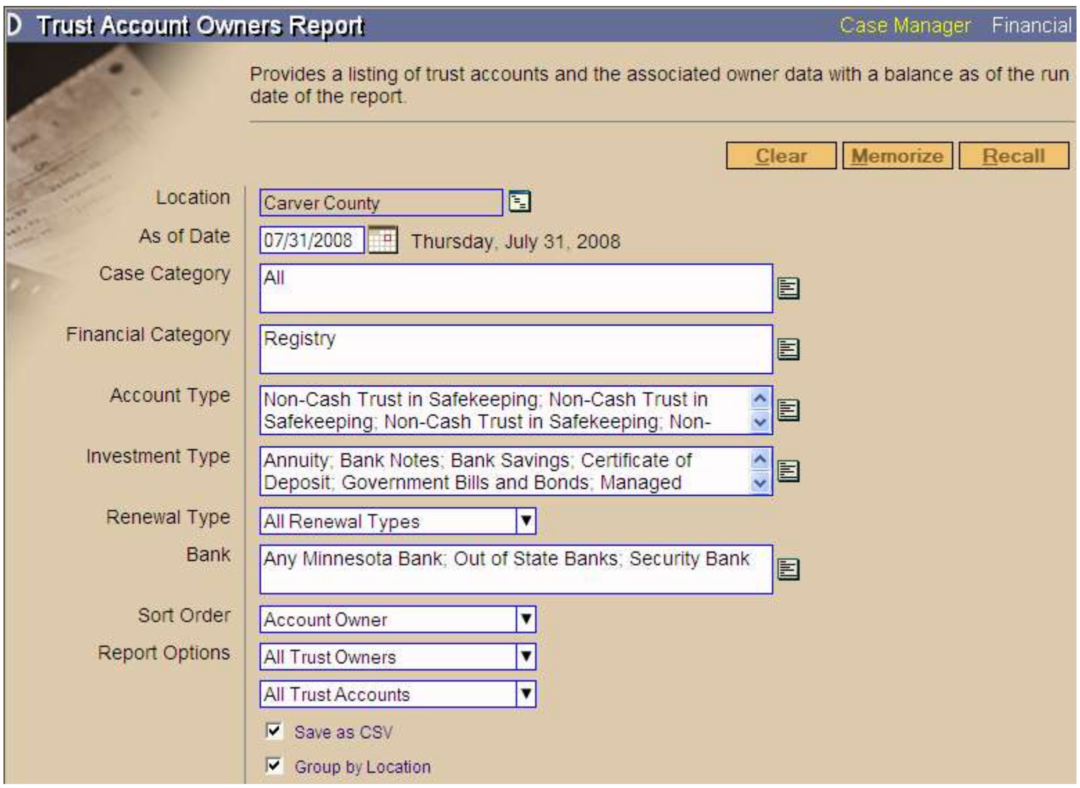
Reference

MNCIS Online Help: Reports, Reports Guide

Trust Account Owners Report (Non MN)

The new Trust Account Owners Report provides a listing of trust accounts and the associated owner (beneficiary) data with a balance as of a specified date. This report can be used to verify the accounts for each account owner.

- Renewal Type - All Renewal, Automatic, Manual
- Sort Order - Account Owner, Location Description, Maturity Date
- Report Options (Primary) - All Trust Owners, Minors
- Report Options (Secondary) - All Trust Accounts, Invested Only, Uninvested Only



Report Output:

Trust Account Owners Report

DEVODYSSEY

Date: 07/31/2008 Case Category: All Financial Category: TRUST Registry Type: SAFEKEEPFM, SAFEKEEPPR, SAFEKEEPCV, SAFEKEEPCR Bank: ANYMN.0000000337.SECBANK

Location: Carver County

Carver County

Case Number	Account Owner DOB	Address	Bank Name Account #	Investment Date	Maturity Date	Balance
10-C8-01-001325	Matthew Bartlett 09/13/1997	5590 Harding LN Shorewood, MN 55331	Any Minnesota Bank	04/16/2002		$1,321.98
10-C8-01-001325	Matthew Bartlett 09/13/1997	5590 Harding LN Shorewood, MN 55331				$1,321.98
10-CX-99-002023	CHASKA, CITY OF		Any Minnesota Bank	04/05/2000		$8,398.93
10-P9-95-000636	NICHOLAS S. CHRISTIANS	868 SE 19TH ST. FOREST LAKE, MN 55025	Any Minnesota Bank	07/31/1996		$9,366.09
10-P9-95-000636	NICHOLAS S. CHRISTIANS	868 SE 19TH ST. FOREST LAKE, MN 55025				$9,366.09

Reference

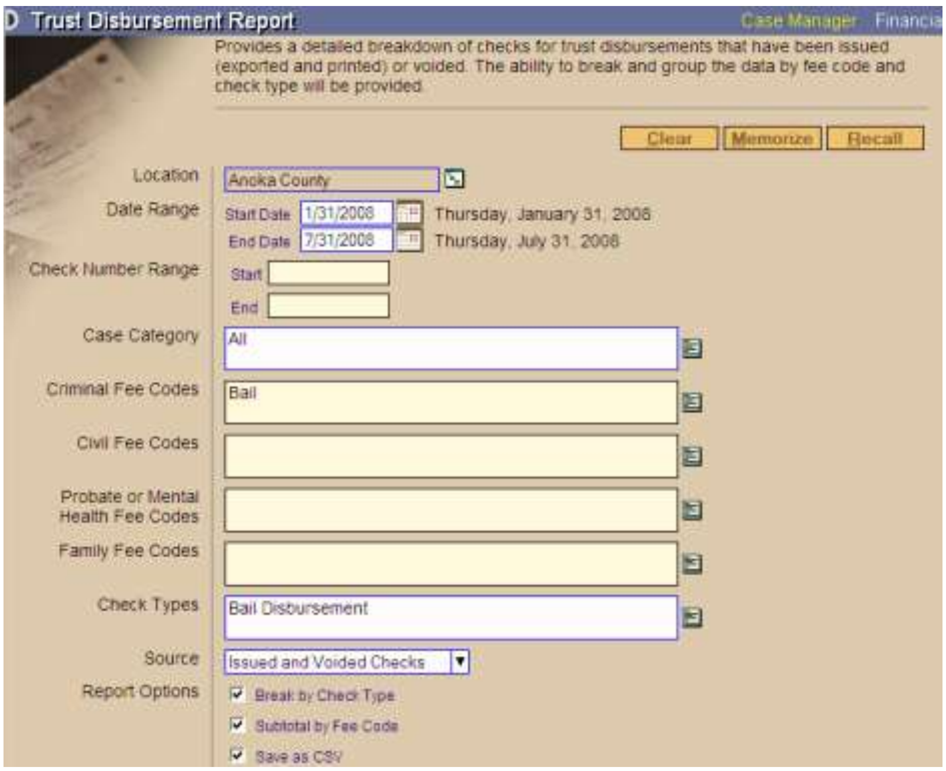
MNCIS Online Help: Reports, Reports Guide

Trust Disbursement Report (Non MN)

The Trust Disbursement Report provides a detailed breakdown of checks for trust disbursements that have been issued (exported and printed) or voided. The ability to break and group the data by fee code and check type is available.

- Check Type - Bail, Bank Charge, Bank Charge/Miscellaneous Fees, Fines/Fees Disbursements, Misc Fees, Non Cash Trust, Restitution Trust.
- Source - Issued and Voided Checks, Issued Checks, Voided Checks

Caution: Although a fee code is not required to run the report, if you do not select a fee code(s), you will receive output that indicates "no records match the selection criteria."



Report Output: (Bail Disbursement – Issued and Voided)

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Trust Disbursement Report

DEVODYSSEY

Date Range: Friday, February 15, 2008 - Friday, February 29, 2008

Nodes: Carver County

Bail Disbursement

Check #	Case #	Check Date / Orig Date	Payee	Fee Code	Source	Exported By	'Voided'	Comments	Amount
23408	10-CR-07-764	02/19/2008	Roger Keith Cressy	BAIL	Individual	WormR		10Cr07764, bail refund	$450.00
23409	10-CR-07-589	02/19/2008	JOSEPH ALLEN W	BAIL	Individual	WormR		10Cr07589, bail refund	$318.00
23411	10-CR-07-626	02/19/2008	Francisco Javier Jai	BAIL	Individual	LahiP		CR07626 bail to fine refund balance	$218.00
23412	10-CR-05-8	02/20/2008	William Nyabuti Nya	BAIL	Individual	LahiP		CR058 resent check for bail refund, 1st ck lost in the mail	$102.00
23484	10-CR-07-709	02/22/2008	DAVID RUSSELL N	BAIL	Individual	WormR		10cr07709, bail refund	$40.00
23485	10-CR-07-905	02/22/2008	DAVID RUSSELL N	BAIL	Individual	WormR		10Cr07905, bail refund	$268.00
23486	10-CR-06-443	02/22/2008	Carver County Soc	BAIL	Individual	WormR		10Cr06443, bail Darrin Ortloff	$950.00
23489	10-CR-06-370	02/22/2008	Derek Christopher F	BAIL	Individual	WormR		10cr06370, bail refund	$450.00
23490	10-CR-07-718	02/22/2008	Jason Robert Loom	BAIL	Individual	WormR		10CR07718, bail refund	$118.00
23491	10-CR-06-682	02/22/2008	Aaron Paul Simons	BAIL	Individual	WormR		10Cr06682, bail refund	$368.00
23492	10-CR-07-894	02/22/2008	DANIEL PHILLIP S'	BAIL	Individual	WormR		10Cr07894, bail refund	$43.00
23497	10-CR-03-558	02/26/2008	TROY ALLEN MEN	BAIL	Individual	LahiP		Bail refund CR03558	$10,000.00

Total Number of Checks	12
Total	$13,325.00

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Trust Disbursement Report

DEVODYSSEY

Date Range: Friday, February 15, 2008 - Friday, February 29, 2008

Nodes: Carver County

Bail Disbursement - Voids

Check #	Case #	Check Date / Orig Date	Payee	Fee Code	Source	Exported By	'Voided'	Comments	Amount
23139	10-CR-05-8	02/20/2008 12/07/2007	William Nyabuti Nya	BAIL	Void	LahiP		Lost in the mail	($102.00)

Total Number of Voids	1
Total	($102.00)

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Trust Disbursement Report

DEVODYSSEY

Date Range: Friday, February 15, 2008 - Friday, February 29, 2008

Nodes: Carver County

Grand Total Number of Checks	12
Grand Total Number of Voids	1
Grand Total	$13,223.00

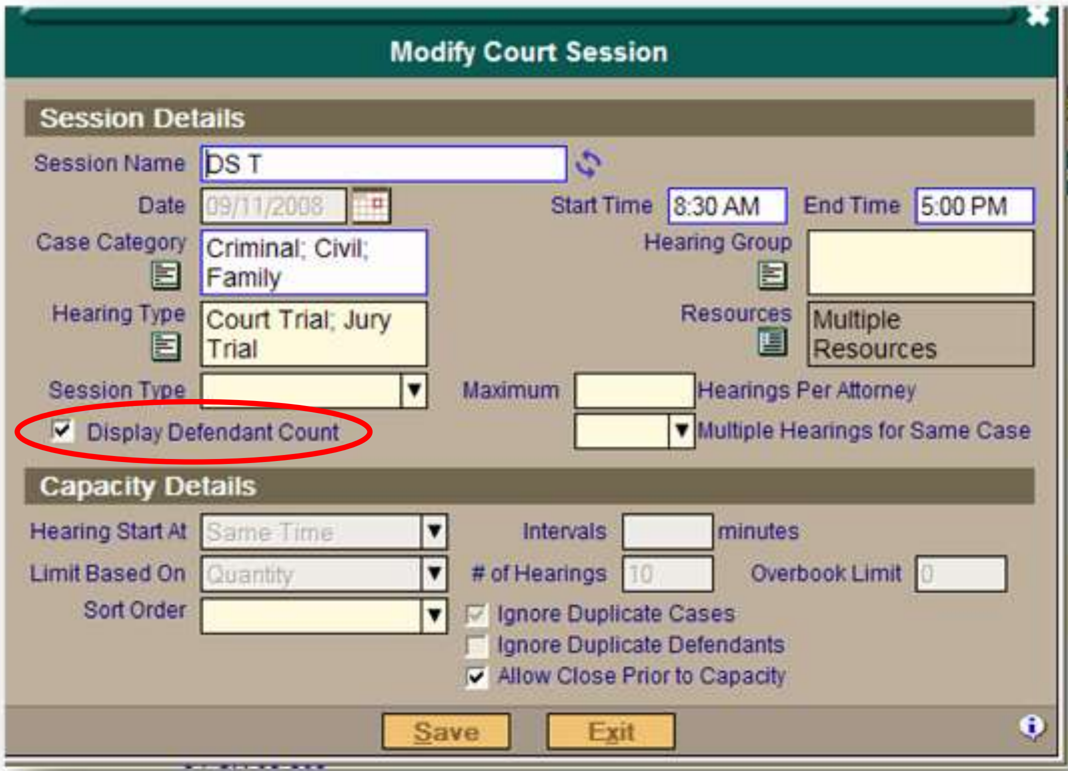
Reference

MNCIS Online Help: Reports, Reports Guide

Calendars and Scheduling

Using Defendant Count Checkbox (Non MN 1997)

A new option to display the defendant count is available when adding or modifying court sessions. This will display the number of defendants/respondents that appear on that court session.



If checked, the Defendant Count displays on the court session.

Note: This feature only counts the base party type defendant (which includes respondent). As shown below, case number 8 does not count as that case does not have defendants.

Reference

MNCIS Online Help: Setting Up Court Sessions

Add Next Hearing Button Updated (Non MN 2384)

An enhancement has been made to the Add Hearing dialog that will save time when you need to schedule multiple hearings. Now, each hearing you add is automatically saved when you click on the new **Add Next** (ALT+N) button and the fields are cleared so you can schedule the next hearing. (Previously, you were required to click on the **Save** button (Alt+S), which saved the hearing and returned you to the Court Session page.)

1. Click on the plus sign on the Court Session header to access the Add Hearing dialog.

2. After choosing Add Next, the hearing is added to the session and "Add Hearing" is cleared. However, after entering another case number, the hearing type is populated with the hearing type last used (unless that hearing type is not available to the new case).

Note: The new Add Next button displays when you click on the plus sign to add a new hearing on the session or when you right-click on a defendant and select Schedule Hearing for Another Case."

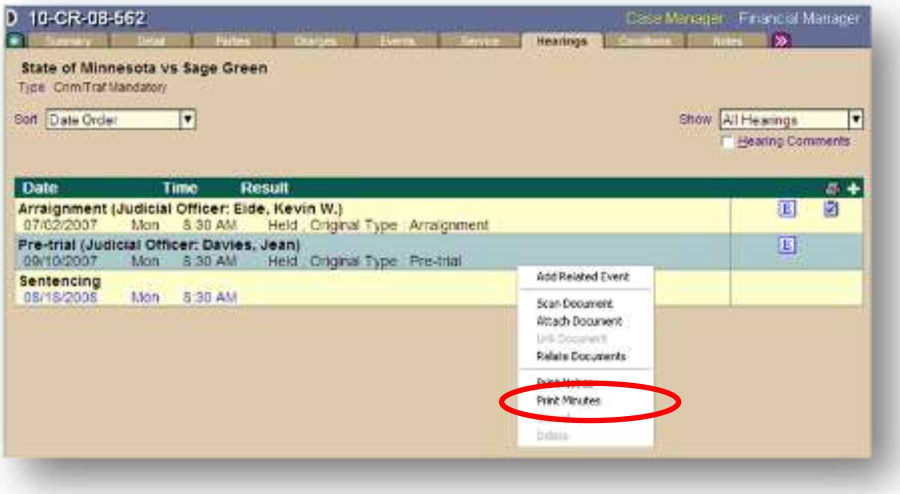
Reference

MNCIS Online Help: Adding Hearings from the Court Session

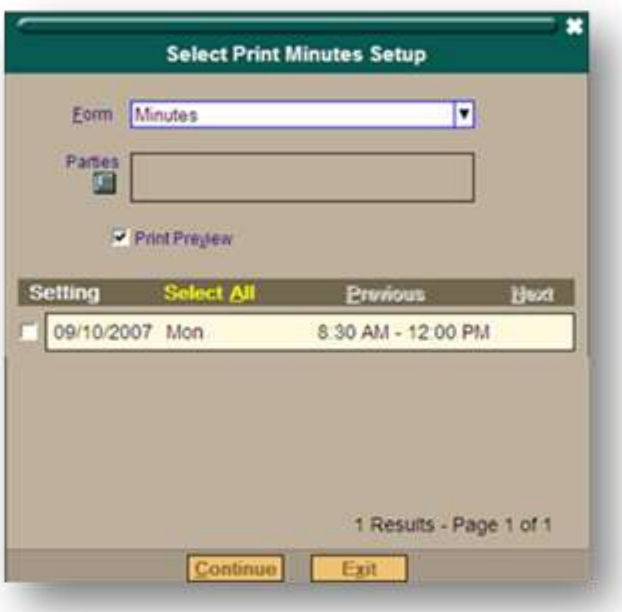
Printing Minutes from the Case Hearings Tab (Non MN 3014)

When printing minutes from the Hearings tab, select parties is no longer required.

To perform this function, right-click on a hearing and select **Print Minutes**. Only the settings for this hearing will print.



The Parties field is not a filter unless specific parties are selected using the Parties picker.



Reference

MNCIS Online Help: Print Hearing Minutes from Hearings Tab

Administration

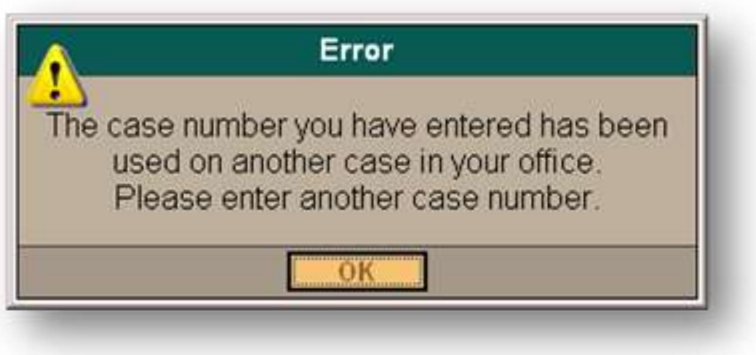
Preventing Duplicate Case Numbers (Non MN 1603)

This feature prevents reuse of case numbers. By taking advantage of the feature, problems created by duplicate case numbers will be prevented in the future.

Manual assignment of case numbers requires a right and this right is very restricted. The restriction is necessary due to the precise format which must be followed and the potential problems for the MNJAD data warehouse and business partners.

If a MNCIS user has the right, they may select Manual in the “Add a Case” dialog and insert a case number.

If a case number is added that already exists in MNCIS, the message below is presented. Although it appears to be only a warning, save cannot be completed until a number is inserted which does not exist in MNCIS.



Note: If a case has been deleted or expunged, the case number can be reused.

This only prevents reuse of case numbers in the same node. An existing case number can be manually assigned to a case at another node.

Public Access

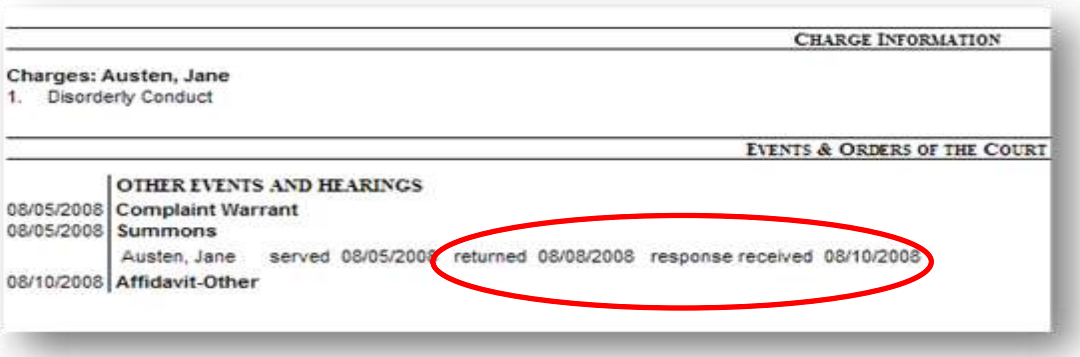
Viewing Additional Service Information (Non MN 2541)

The service returned date in Case Manager now displays on the Register of Actions in Public Access.

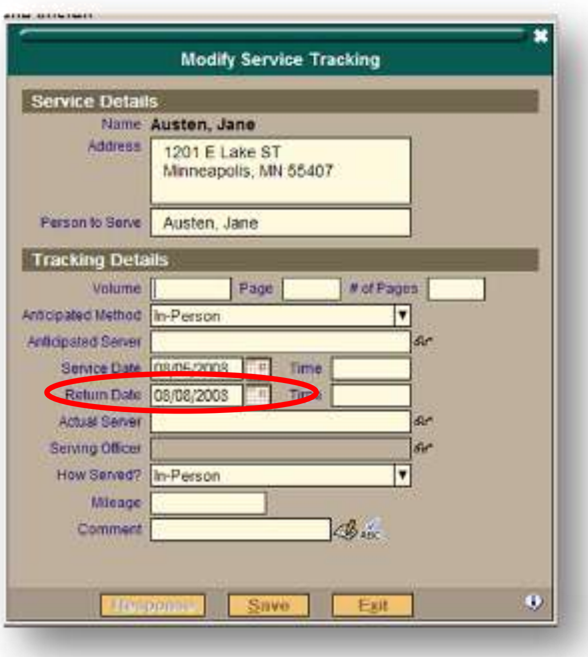
Notes:

- The returned service date does not appear for court users.
- In MPA it will display "returned unserved" on the Register of Actions if a returned date is entered, but no date is entered in the Service Date field.
- This would include victim information if attached to the service even if the victim is added as a participant.
- Not everyone uses this tab or enters this information in MNCIS.

New MPA ROA view:

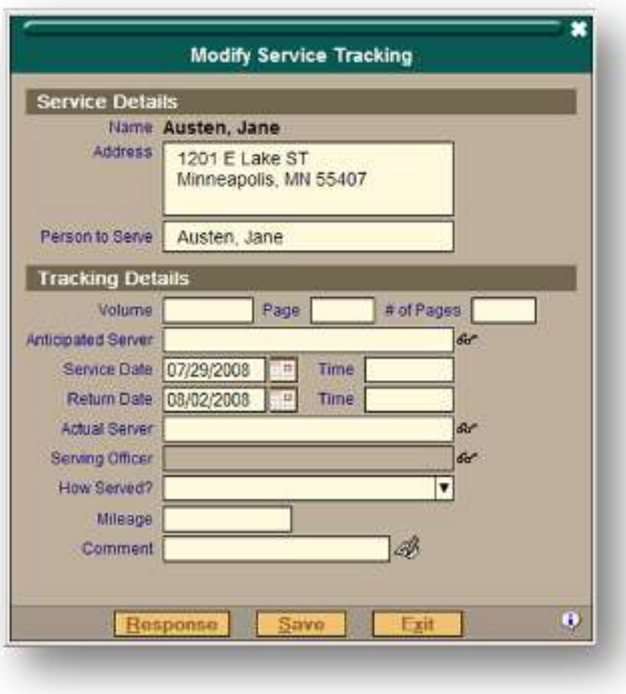


New Modify Service Tracking dialog:



Old MPA ROA view:

Old Modify Service Tracking dialog:



Reference

MNCIS Online Help: Service Tracking Information